

Shujat Ali

Middle
Management



CONTACTS

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- 971561827807
- Bur Dubai, UAE.

EDUCATION

2022-2024

Master of Business
Administration

2007—2010

Bachelor of Business
Administration

Languages

English

Hindi

Urdu

Basic Arabic and Farsi

SKILLS

Professional

- Finance and Accounting Oversight
- Team Leadership
- Organizational Skills
- KPI Tracking
- Problem-Solving
- Effective Communication
- Relationship Building

Software

- Power Point
- MS Office
- MS Excel

PROFESSIONAL PREFACE

An astute & competent professional with 12 years of experience in Finance and Sales Successfully achieving revenue, profit and business Growth objectives within start-up, turnaround and rapid change environments. Extensive experience in setting up and managing business operations which require deep understanding of critical business drivers. An effective communicator & team leader combined with detail-oriented attitude with ability to interact effectively.

WORK EXPERIENCE

ASSISTANT MANAGER | METRO BRANDS LTD
2022 - PRESENT

- Working as part of the accounts and sales team to develop both new and existing markets.
- Responsible for achieving and closing Monthly, Quarterly and Yearly sale targets set by the management.
- Involved in developing accounting sales & pricing strategies.
- Liaising with customers & the dealer network to answer and resolve their queries.
- Identifying and then researching potential leads and opportunities.
- Constantly developing existing sales processes which will generate sustainable growth.
- Managing and maintaining accurate inventory in the store.
- Managing staff and their issues.

- Outlook and Emails
- ETP
- VGS and Omnico

**Finance Coordinator |Dubai Parks and Resorts
PJSC.(OPENING TEAM)
2016-2020**

- Complete accounts reconciliations and process adjustments.
- Doing all types of Refunds with the bank and in the system.
- Coordinate the provision of information to external and internal auditors for monthly, quarterly and annual audits.
- Organize a recovery system and initiate collection efforts.
- Monitor customers' accounts details and identify and investigate non payments, delayed payments and other irregularities.
- Analyzing Revenues.
- Foreign Currency gain and loss monitoring.
- All Third -Party Reconciliation.
- Discount and Void tracking.
- Web and credit card reconciliation.
- Department charge monitoring.

**Central Cash Officer | Emaar Retail LLC.
2014-2016**

- Prepare Variance report for all assets.
- Preparation of Day end summary and actual collections.
- Preparation of Sales and Credit Reconciliation Reports.
- Preparation of Emaar gift card and valet parking variance report and cash deposits.
- Ensure all sales of the day will be bank in & balance.
- Enhanced operational efficiency by consistently reconciling daily transaction
- Prepare accounts reports.
- Conduct spot checks and skimming to cashiers.
- Posting of sales.
- Audit of the cashiers' docket of all the attractions including cinema auditing.
- Preparation of salary deduction and other reports as needed.
- Assist the G4S collector personnel during the collection of sales for bank in.

**Supervisor and Teller |Redha Al Ansari Exchange LLC.
2011-2014**

- **Understanding customer's needs and preferences.**
- **Doing Worldwide wire and Western Union Transfer.**
- **Prepare daily and monthly sales reports.**
- **Prepare and summaries accounting activities.**
- **Handle cash and vault monitoring.**
- **Reconcile balances with branch cashiers.**
- **Send all the day end reports to the respective HODs.**

Accomplishment

- ★ **I Delight Award by the HOD for Customer Relationship Building.**
- ★ **Played Inter school cricket tournaments held in Bangalore.**
- ★ **Played State level C.K NAIDU cricket trophy.**

REFERENCE

WILL BE PROVIDED IF REQUIRED.

SHUJAT ALI