

## CURRICULUM VITAE

**Asgarali K. Kalave**

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### PERSONAL DETAILS

<b>Religion</b>	: Islam.
<b>Date of Birth</b>	: 10.06.1976
<b>Sex</b>	: Male
<b>Marital Status</b>	: Married
<b>Nationality</b>	: Indian
<b>Driving License</b>	: Kuwait Driving license valid till 2025.
<b>Passport Number</b>	: U0185488 Valid till 31-08-2030, Issued from Kuwait.
<b>Visa Status</b>	: Valid Kuwait Residence Visa [Article 18 -Transferable]
<b>Interests</b>	: Reading books, Traveling, Group discussing, & Indoor games.

### EDUCATION

- Certified Management Accountancy Certificate from Chicago Training Institute Abu Dhabi UAE in 2014
- Certificate in Accountancy from Angel Industrial Training Institute in 1992
- Bachelor of Commerce from Mumbai University, India in 1992

#### Other Credential:

- Certificate in Computer Applications with Programming in 1992

### IT SKILLS

- **Well versed with:**
  - Operating System (MS Windows) and Outlook
  - Accounting ERP Software :**Focus RT, EZ Business, E-Promise, ZOHO Cloudbase.**

***An accomplished & knowledgeable professional aiming for senior level assignments in Finance & Accounts / Auditing with an organization of high repute.***

SKILLS SET	PROFILE SUMMARY
<b>Finance, Accounts&amp;Auditing</b>	❖ A competent professional with nearly 20 years of experience in Finance & Accounts, Auditing and Commercial Operations.
<b>MIS Reporting</b>	❖ Hands-on experience in analyzing existing systems & procedures, preparing financial plans, designing internal control systems and facilitating effective decision-making.
<b>Fund Management</b>	❖ Gained significant exposure in the field of Contracting, Construction, Trading & Real Estate Accounting, Finance & Auditing
<b>Commercial Operations</b>	❖ Skilled in determining financial objectives, designing & implementing systems, policies & procedures to facilitate internal financial control.
<b>Budgeting &amp; Cost Control</b>	❖ Demonstrated abilities in conducting audits; evaluating internal control systems with a view to address shortcomings and implementing recommendations made by Internal Auditors.
<b>Liaison &amp; Co-ordination Team</b>	❖ Expertise in supervising budgets and comparing them with actual cost & revenues related to project.
<b>Management</b>	❖ An effective communicator with good analytical, leadership, interpersonal, planning and problem solving skills.
<b>Taxation</b>	❖ <b>Understanding and Computing Value-Added Tax (VAT) financial accuracy and compliance submission to Auditors.</b>

#### **CORE COMPETENCIES**

- Spearheading corporate and financial planning initiatives in commercial operation, accounts & finance, auditing, MIS and imports document negotiation
- Managing day-to-day operations in finance & accounting in co-ordination with internal/external departments for smooth financial operations.
- Examining & analyzing accounting records, financial statements & other financial reports to assess accuracy, completeness and conformance to reporting & procedural standards.
- Estimating budgets and implementing systems/ procedures; formulating key reports to exercise financial control and enhance overall efficiency of the organization.

- Conceptualizing, Designing & implementing financial systems, in line with the corporate objectives ensuring compliance with accounting standards policies and procedures.
- Managing funds ensuring adequate working capital management on periodic basis to avoid both the situation of shortage / idle working capital, approved facilities (LGs, LCs, TR, PPC discount) utilization
- Enhancing current facilities as per requirement on current and future jobs forecasted.
- Coordinating with Banks, other financial institutions and various regulatory authorities.

## WORK EXPERIENCE

***Mar 19 – to date : The Grove & Tuning Restaurant Mgmt Kuwait as Finance & Admin Manager.***

***Dec'17 – Mar 19 : HEISCO Kuwait as Project Cost Controller & Admin Executive.***

***Mar'14 – Nov'17 : Cortex Engineering Construction Group L.L.C. Abu Dhabi, Dubai & Sharjah as Manager – Finance & Accounts***

***Dec'11 - Feb'14 : Akar Technical Services Co. L.L.C Dubai as Asst. Finance Manager***

***Jun'09 - Nov'11 : Commodore Contracting Co.L.L.C Dubai as Accounts Payable Manager***

### **Key Result Areas:**

- **Responsible for:**
  - Determining financial objectives; implementing, policies & procedures to facilitate internal financial control.
  - Preparing annual budget and forecasting trends
  - Developing and updating accounting, finance and management policies & procedures
  - Getting control accounts reconciled and sorting out the discrepancies
  - Remitting foreign currency for import advance & other related expenses.
  - Setting credit limits, follow up vigorously collections and outstanding retention payments
- Collaborating with business related organizations such as Banks, Auditors, Suppliers and Clients
- **Undertook activities related to:**
  - Preparation of reports for top management, summarizing business financial position in areas of income, expenses, capital usage & cash flows and strategic plans, budgets & financial forecast
  - Opening LC for local and foreign party, bank guarantee (APG/PBG/RG) for the projects
  - Implementation of training courses for new recruit staff
  - Insurance for professional indemnity / indemnity payments / contractor all risk / fire & burglary motor fleet / works man compensation/ group life, medical & property all risk, etc.
- Assured day-to-day accurate recording and accounting of transaction in line with IAS.

- Generated monthly, quarterly & annual financial statements for individual divisions (income statement, balance sheet, cash flow & retain earning) various MIS reporting like functional budgets, variance reports, cash flow projections, jobs cash flow, financial forecasting, etc. analyze periodic project status report, actual vs. projected budget, (functional & main budget)
- Looked after preparation, maintenance & filing of projected P&L Account, Bills Discounting and Balance Sheet as required by bank authorities and other financial institutions
- Assisting project & operations activities by close coordination with engineering, procurement & construction teams; computation of CWIP (construction work in progress)
- Administering activities related to project financing, vehicle financing, escrow accounts, overdraft facility, short & long term loan, assignments of receivable payments and buying selling and mortgaging of property.

#### **Highlights:**

- Efficiently developed MIS reports on material consumption and influenced top management to take corrective actions.
- **Steered efforts in:**
  - Reducing bank charges for LC opening, commission of import bills, marine insurance & project financing, vehicle financing, term loan enhancing the profit.
  - Implementing ERP E-Promise & Focus Reach Software and streamlining the entire department.
- **Played a key role in dealing with four major banks of UAE & Kuwait.**

#### **PREVIOUS EXPERIENCE**

*Dec'06 - May'09: Continental Investments LLC Dubai as Chief Accountant*

*Jun'02 - Nov'06: Unisafe Fire Protection Specialist Dubai as Accounts Executive*

*Jun'95 – May'02: EMCO Building Contracting L.L.C, Dubai as Sr. Accountant*

*Jul'93 – Dec'94: Al Refaie Trading Est. Jeddah, Saudi Arabia as Br.Accountant*

*Mar'89-Jun'93 Merchant & Asscoiates (CA) Bombay – India as Accounts / Audit Assistant.*

**References: Available on request**