



Sameer Darkas

Finance Analyst

CONTACT INFO

Dubai, United Arab Emirates

+971 -543 311 271

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EDUCATION

Master of Commerce
Alagappa University,
Tamilnadu, India, 2016

SKILLS :

- Strong reconciliation skills
- Payroll Management
- Data & Statistical Analysis
- Taxation & Filling
- Project costing
- Organizational Skill
- MIS Reports
- Strategic planning
- Budgeting and forecasting
- Team collaboration
- Time management
- Analytical thinking & Creative solutions

PROFESSIONAL SUMMARY

Accounting professional with over Seven years of experience in managing diverse financial functions, tax management, reconciliation, and reporting. Skilled in variance analysis, budgeting, accounting, forecasting, and reporting to facilitate the decision-making process and improve the financial performance and growth of the company. Expert in auditing and payroll, with the ability to work under tight deadlines and ensure accuracy and compliance.

WORK EXPERIENCE

Financial Analyst (FP&A), Dubai

Nov 2018 - Present

Bitech Middle East on Demand Labors Supply Est. Dubai, UAE

- Monitored billing aging reports and conducted follow-ups on pending billings.
- Ensured accuracy and timeliness of MIS reports submission, providing critical insights for decision-making.
- Assessing Budgets, forecast, cashflows, variances and providing insightful commentary.
- Conducted detailed project costing and revenue recognition in compliance with accounting standards.
- Conducted financial planning and analysis to support strategic decision-making with the Implementation of Advanced Excel Features.
- Assisted the finance team with day-to-day accounting processes to ensure financial accuracy & in fulfilling departmental responsibilities.
- Assisted to the finance team to process payroll for WPS and NON WPS in accordance with the UAE Labor Law.
- Executed various finance operations tasks as assigned by the Finance Manager, ensuring compliance with company policies and procedures.
- Reconciled payroll discrepancies and addressed employee queries.
- Managed all types of financial reconciliations, including payables and receivables, ensuring accuracy and completeness.
- Implemented effective strategies to reduce outstanding receivables.
- Performed internal account records counter checks to ensure accuracy and integrity of financial data.

Project Coordinator

Nov 2017 - Feb 2018

Samudaya Institution (NGO), Tumkur, India

- Coordinated project schedules, resources, equipment, and information among project team members.
- Resolved project issues and risks in a timely and effective manner.
- Prepared and submitted project progress reports to the government.
- Implemented the program in accordance with the action plan, ensuring timely and quality delivery of project activities and outputs

IT SKILL SET

Programming:

- Tally Erp9, Tally Prime & Tally Shoper9
- MS Office
- Advanced Excel
- ORACLE CRM, Cloud
- CPOS & File Net
- SAP Fieldglass
- I supplier portal
- MS Power BI

LANGUAGES

- English
- Hindi
- Malayalam
- Kannada
- Tamil
- Arabic

Finance Executive

Apr 2015 - Nov 2017

Vodafone Mobile Commerce Ltd, Bangalore, India

- Assisted customers with identifying items, finalizing purchases, and enrolling in reward schemes, increasing sales and loyalty.
- Managed invoicing, receipt creation, inventory movement, and stock audits, ensuring accuracy and efficiency of financial data and processes.
- Resolved financial issues and queries in a timely and professional manner, maintaining good relationships with customers.
- Supervised the CAF and SIM Card activation procedures, settling the designated bank on time for the funds collected, and regularly uploading the appropriate paperwork to the portal, ensuring compliance and security.
- Prepared and analysed financial reports on a monthly, quarterly, and annual basis, and provided insights to management.

Micro Finance Credit Administrator

Sep 2014 - Feb 2015

Abhivruddi NGO - NABARD Financial Service LTD Tumkur

- Managed multiple project accounts, ensuring accuracy and timeliness of financial data and transactions.
- Conducted field visits to monitor and evaluate the progress and impact of the micro finance project activities and beneficiaries.
- Resolved project issues and queries in a timely and professional manner, maintaining good relationships with the project team and beneficiaries

CERTIFICATION & TRAINING UNDERGONE

- Obtained Tally Earp 9 Certificate
- Obtained National Service Scheme Certificate
- Obtained certificate for the participation of Finance Management Training at KKID Coimbatore
- Participated in NABARD FINANCE MANAGEMENT Training organized by NABARD Financial Services

PERSONAL PROFILE

Father's Name : Mohammad
Date of Birth : 24th May 1991
Sex : Male
Nationality : Indian
Valid Passport No : V9167617
Visa Status : Employment visa
Marital status : Married
Licenced : UAE Driving LMV (Automatic)

DECLARATION

The Information provided above is true and correct to the best of my knowledge and belief.

Place: Dubai

Date:

Your's sincerely

(SAMEER DARKAS)