


IBRAHIM DABIR (Compliance & Finance Associate)

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Highly motivated Finance & Compliance professional [**Member of the Institute of Company Secretaries of India (ICSI)**] with 7 years experience seeking to leverage a strong background in regulatory compliance, Compliance Audit, risk assessment and financial management. Proven ability to streamline ensure regulatory adherence, financial processes, and contribute to organizational success through strategic initiatives. Seeking a challenging position that allows for continued professional growth and the opportunity to contribute expertise within a supportive environment.

Professional Experience

COMPLIANCE INTERN

Archana Maheshwari and Co. (Compliance Auditing Firm) | Indore, India | 21/01/2022 to 15/12/2023 (2 years)

- Conducting regular due diligence for risk assessment, secretarial audits, and preparing search and status reports.
- Facilitating the incorporation of Companies, Non-Profit Organization and Limited Liability Partnerships.
- Drafting notices, director's reports, resolutions, and minutes for AGMs, EGMs, board meetings, and committee meetings.
- Managing annual returns for over 50 companies.
- Convening and conducting of board meetings and general meetings. maintaining all statutory records and registers in compliance with Companies Law and other relevant legislation.
- Maintaining various statutory registers and overseeing the transfer and transmission of shares
- Performing quarterly, half-yearly and annual corporate governance compliances of listed companies.
- Assisting in the procedure for the right issue of shares for private limited companies.
- Providing timely and accurate reports on company procedures and developments.
- Correspondence with internal and external departments like share transfer agents, stock exchange etc.
- Drafting of agreements like limited liability partnership agreements, Gift deeds etc.
- Review, and update corporate policies to ensure they reflect current laws and regulations.
- Assisting in maintaining structural digital database for prohibition of Insider Trading.

Accounts Receivable

Shankar Nutricon Pvt. Ltd. | Indore, India | 01/04/2019 to 31/12/2021 (2.5 years)

- Managed accounts receivable totaling up to **INR 50 Crores** as an Accounts Receivable Specialist at a non-edible oil manufacturing company.
- Preparing monthly statement for debtors.
- Oversaw the inspection and maintenance of accounts receivable.
- Prepared monthly GST returns with accuracy and efficiency.
- Proficient in systems like Tally ERP 9.0 and Microsoft Office for streamlined financial management and reporting.
- Facilitate and negotiate discussions on payment plans and settlements with customers, and correspond via email to communicate readiness for settlement and closure, tailored to individual cases.
- Maintain accurate and up-to-date records of all communications with customers.
- Prepare and submit reports on the status of the cases and collections.
- Follow up on agreed payment plans to ensure timely collections.
- Monitor own performance and works towards achieving the monthly targets.
- Deep tracing on non-contactable and inactive cases in order to convert them into possible collection.
- To Update and maintain accurate customer and payment information in the accounting system.

Accountant

Al Aqmar Printing Material and Office Equipment (Dubai, UAE) | 15/07/2015 to 31/12/2018 (3 years)

- Managed accounts receivable and handled VAT returns as an Accountant for a company specializing in printing materials and office equipment.
 - Oversaw the maintenance and reconciliation of accounts receivable.
 - Prepared VAT returns with accuracy and efficiency.
 - Preparing monthly statement for debtors.
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Education

Company Secretary / Compliance Officer

The Institute of Company Secretaries of India, New Delhi, India

Membership No: ACS 73619

Bachelor of Commerce

Pune University, Pune, India

Professional Skills

- Familiar with United Arab Emirates laws and regulation.
 - Knowledge of Anti Money Laundering regulation in U.A.E.
 - Solid understanding of company laws and regulations.
 - Experienced in compliance.
 - Strong organizational and management abilities.
 - Effective communication and interpersonal skills.
 - Proficient in Microsoft Word, MS Excel, and Tally.
 - Familiar with accounting procedure.
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Certificates

- ACAMS (Enhancing Financial Inclusion with a risk Based approach).
 - Anti-Money Laundering (AML).
 - Corporate Leadership Development Program.
 - Executive Development Program.
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Skills

- Due Diligence
 - Compliance officer
 - Company Secretary
 - Corporate Governance
 - Risk Management
 - Company Law
 - Anti-Money Laundering
 - Company Formation
 - MS Word
 - Tally Erp
 - Regulatory Compliance
 - Accounts Receivable
 - VAT
 - KYC
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Languages

- English
 - Hindi
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