



IBRAHIM DABIR

Finance & Compliance Associate

Finance & Compliance professional with 7 years of experience and a Member of ICSI. Expertise in Company Formation, regulatory compliance, compliance audits, risk assessment, and financial management. Proven ability to streamline processes, ensure regulatory adherence, and drive strategic success. Seeking a challenging role to further develop and contribute my skills.

CONTACT

PHONE: +971 52 387 3554

EMAIL: ibrahimdabir@gmail.com

Linkedin: <https://www.linkedin.com/in/c-s-ibrahim-dabir-7481769b/>

Address: 213, State 2 Building, Al Twar 2, Dubai Airport Free Zone, Dubai, (U.A.E)

SKILLS

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

Certificates

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

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

WORK EXPERIENCE

Compliance Intern

2022 - 2023

Archana Maheshwari and Co. (Compliance Auditing Firm) | Indore, India

- Conducting regular due diligence for risk assessment, secretarial audits, and preparing search and status reports.
- Conducting annual KYC (Know Your Customer) for company directors.
- Formation 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 various agreements for limited liability partnership, Gift deeds etc.
- Review, and update corporate policies to ensure they reflect current laws and regulations.
- Assisting in maintaining digital database for prohibition of Insider Trading.

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.
- Proficient in Microsoft Word, MS Excel, and Tally.
- Effective communication and interpersonal skills
- Experienced in compliance.
- Familiar with accounting & VAT procedure.

Languages

- English
- Hindi
- Urdu

Accounts Receivable

2019-2021

Shankar Nutricon Pvt. Ltd. | Indore, India

- 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

Accountant

2015-2018

Al Aqmar Printing Material and Office Equipment | Dubai, U.A.E

- 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.