


# IBRAHIM DABIR

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Visa status: Visit visa (Valid up to August 12, 2024)

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Experienced Finance and Compliance Officer pursuing opportunities for professional growth and leveraging company resources to achieve success. Experienced in financial management, regulatory compliance, and risk assessment. Proven ability to optimize financial processes, ensure regulatory adherence, and contribute to organizational success through strategic resource allocation.

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## Professional Experience

### COMPANY SECRETARY APPRENTICESHIP (Company Secretary long term practical training)

Archana Maheshwari & Co. | Indore, India | 21/01/2022 to 15/12/2023

- 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
- Conducting regular due diligence for risk assessment, secretarial audits, and preparing search and status reports.
- Performing quarterly, half-yearly and annual corporate governance compliances of listed companies.
- Drafting notices, director's reports, resolutions, and minutes for AGMs, EGMs, board meetings, and committee meetings.
- Facilitating the incorporation of over ten companies and five Limited Liability Partnerships.
- Managing the creation, modification, and satisfaction of charges associated with loans and advances.
- Assisting in the procedure for the right issue of shares for private limited companies.
- Providing timely and accurate reports on company procedures and developments.
- Ensuring adherence to legal standards and promoting corporate governance practices.
- Correspondence with internal and external departments like share transfer agents, stock exchange etc.
- Drafting of agreements like limited liability partnership agreements, Gift deeds etc.
- Implement processes or systems to ensure good management of the organization.
- 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

- 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.
- Maintain positive relationship with customers to facilitate successful collections.
- Documents analysis and case study on the customer.
- 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 & Office Equipment (Dubai, UAE) | 15/07/2015 to 31/12/2018

- 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.
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## Education

### **Company Secretary**

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

Membership No: ACS 73619

Graduated: October 2021

### **Bachelor of Commerce**

Pune University, Pune, India

Graduated: May 2014

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## Professional Skills

- Familiar with United Arab Emirates laws and regulation.
  - Solid understanding of company laws and regulations.
  - Experienced in administrative and secretarial tasks.
  - Strong organizational and management abilities.
  - Effective communication and interpersonal skills.
  - Proficient in Microsoft Word, MS Excel, and Tally.
  - Familiar with accounting and bookkeeping procedure.
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## Certificates

- Anti-Money Laundering (AML).
  - Corporate Leadership Development Program.
  - Executive Development Program.
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## Skills

- AML
  - Due Diligence
  - Compliance officer
  - Company Secretary
  - Corporate Governance
  - Risk Management
  - Company Law
  - MS Word
  - MS Excel
  - Tally Erp
  - Accounting
  - Accounts Receivable
  - VAT
  - Law
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## Languages

- English
  - Hindi
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