

# MUDASSER KHAN, CMA

## Finance, Accounts & Supply Chain Executive

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### PROFILE SUMMARY

**Financial Supply Chain professional** expert in **cutting expenses** and driving business innovation, propelling breakthrough **process improvements** and bottom-line goals for optimization, and operations to accelerate business growth and gain competitive edge within **Healthcare industry**. With **over 8 years of experience in UAE**, in process reengineering, **supply chain management, accounting and finance**.

**AED 100,000 immediate yearly saving** through **streamlining logistics** issues. Setup excel dashboard saved **other AED 100,000 yearly fee** for the software. Replicated **HS Codes** to save lot more money. **Forecast, demand planning and Inventory Caps model**, saved **buffer stock fee**, inventory run out situation and expiry of the excessive goods ordered. **Automated processes** execution saved data entry time. **Released Bank Guarantees** for AED **10 Million**

### WORK EXPERIENCE

#### **FOURMED MEDICAL SUPPLIES L.L.C, DUBAI, LOGISTICS / SUPPLY CHAIN MANAGER**

**JAN 2017 TO APR 2017**

- Warehouse management process, defining departmental strategies for appropriate and optimal utilization of resources and balance between lead time and cost. Forecasts proactively to avoid any stock out.
- Implementation of controls for tracking and grasping every sales order to deliver on time through proper SIOP process & providing customer high level satisfaction through best service.
- Establish proper bin numbers and first expire first out system in physical stock Sage ERP, logistics operations scorecard, and SOPs to remove operational inefficiencies.
- Motivate, organize and encourage teamwork within the workforce to ensure set productivity targets are met.
- Keep track of quality, quantity, stock levels, Purchase Price Variance, delivery times, transport costs and efficiency, and report areas of improvement and suggest ideas to the managing director.
- Coordinate with internal customers to establish systems and parameters to fulfill organizational goals.

#### **AL ZAHRAWI MEDICAL SUPPLIES L.L.C, DUBAI, SUPERVISOR PROCUREMENT & SALES ADMIN**

**AUG 2014 TO NOV 2016**

- Materials requirement planning (MRP) and forecast for proper distribution from international market to local distribution channel.
- Implemented Inventory Cap model to have high material availability with low inventory cost, and no Excess Inventory or Obsolete Materials (E&O) and least Inventory Days on Hand(DOH) & avoid any stock out situation.
- Analyze and maintain Key performance indicators(KPI) & On time performance (OTP), Lead time, Air Ocean ratio to assess root cause and take corrective actions for any shortages to meet newest market requirements.
- Statistical & financial analysis, using master data, include pareto (ABC analysis), Hit ratio of quotations thru e-Sourcing, tenders, bonds, inventory replenishment, backorders. Some on Excel using various tools like Pivot table & V look up and some on Oracle based NetSuite ERP in different modules.
- Control documentation of inbound shipments for smooth clearance through customs.
- Obtain productive results through the team, by building and engaging team through motivation, counseling, skills development and process knowledge development and mutual collaboration.
- Establish profitable process model based on six-sigma/lean Logistic and management principles.
- Career starts with accounts payable accountant and management accountant and later promoted two time for adding more value to the organization.

#### **AL ZAHRAWI MEDICAL SUPPLIES L.L.C, DUBAI, MANAGEMENT ACCOUNTANT**

**MAR 2014 TO AUG 2014**

- Preparing monthly Financial Dashboard, about DSO, DSI, DPO, Sales Trends, Sales demographics,

SWOT analysis, BCG Matrix, Purchases Analysis etc. Inventory Aging report using FIFO method.

- Trade Finance wrt Guarantees, cancellations, amendments, renewals. Reporting LGs, hit ratios, ABC classification . Setting KPIs for different departments for motivation and achievements.
- Handling Company Fixed Assets with tracking system. Setting different procedures to maximize productivity. Dealing with Insurance companies for all claims, renewals or disputes.
- Setting processes and policies for improved course of actions.
- Dealing with all the banks and clients for different facilities, and value adding activities.
- Finalization of year-end Financial Statements.
- Coordination with lawyers for different types of legalities.
- Providing suggestions to higher management for value addition.

#### **AL ZAHRAWI MEDICAL SUPPLIES L.L.C, DUBAI, ACCOUNTS PAYABLE ACCOUNTANT**

**OCT 2012 TO MAR 2014**

- Opening foreign & local supplier account in Oracle NetSuite as account opening request form.
- Correspondence with suppliers for any type of dispute.
- Posting adjustment allocation & batch JV related to supplier account & advance from supplier accounts.
- Booking batch JV under other receivable & other payables account related to debit note/credit note issued to suppliers. Issuing Debit note/Credit note to supplier (related to Inventory & non Inventory).
- Processing suppliers payments. Filing GRN documents (with attached LPO, Invoices & Shipping Cost).
- Reconciliation & clean up all supplier advances, other receivables, & payables accounts.
- AP aging reports like, revaluation of foreign supplier, expected payment, additional cost to rectify it.

#### **SASCO AIRCONDITIONING INDUSTRY L.L.C, ABU DHABI, ACCOUNTANT**

**JUN 2009 TO JUN 2012**

- Bookkeeping, using Focus Rt (ERP), for JVs, PDC & CDC Payment & receipt, sales & sales returns, purchase & purchase returns, opening balances etc. Labor Card processing.
- WPS Payroll preparation for 300 employees. Final Settlements, tickets. Petty Cash, imprest funds. Projected Cash flow. Credit Facilities for debtors & creditors. Smooth A/P & A/R cycle, Bank and Cash Reconciliations. TT, deposits, withdrawal & Credit Facilities. LC related all documents as an applicant & Beneficiary & clearance of LC Shipments for imports. Valuation and Depreciation of Assets
- GL scrutiny, monthly finalizing accounts & yearend financial statements, liaison with auditors.

#### **S & S ASSOCIATES CONSTRUCTING, LAHORE, PAKISTAN, ACCOUNTANT**

**APR 2008 TO APR 2009**

- Bookkeeping with audit trail, thru MS money 2005 for all transactions (advanced level).
- Preparation of Financial statements, sales ledger & expenditure reports for projects.
- Ms excel (advanced level) for various reconciliations like; accounts receivables, accounts payables, advance payments and advance mobilization, claiming of escalations, petty cash and imprest funds.
- Handling vendors' outstanding invoices & clients bills, unapproved, approved & paid bills & receipts.
- Reconciliations of work done summary, preparation & processing approved & unapproved quotations.
- Processing salary/wages sheets/labor cards, payments & wages. Assisting filing the statutory returns.

#### **SKILL SET**

- MIS Reporting, Cost and Statistics Analysis & Controls, NetSuite, Tally, MS Excel, PowerPoint, MS Project, Finance, VAT, Accounting.
- Team Leadership, Adaptable, flexible, open minded, and self-driven, communication skills, vendor management, Entrepreneurial spirit, hard work, agility, sense of aesthetics. strategically thinker, talent management.

#### **EDUCATION AND QUALIFICATIONS**

Certified Management Accountant,2014, IMA, USA

Master of commerce, 2009, Superior University Lahore, Pakistan

Trainings, PMP, Six Sigma & Green Belt, 2016, 2014, Dubai, UAE