

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