



ASHRAF ALI

Accounts Manager / Finance Manager

(More than 10 Years of Experience in Medical Center)

PERSONAL DETAILS

Contact No - 0504507740
kapilak510@gmail.com
Residence: Dubai, UAE

PROFILE

An experienced and analytical finance professional with over 15 years of expertise in Financial Accounting, Auditing, and Financial Analysis, including **10 years of experience in Medical Center** with Holds a BBA degree from the University of Colombo, a Postgraduate Diploma, and a Chartered Accountancy Licentiate Level certificate. Proficient in professional financial reporting, internal controls, budgeting, cash management, and team leadership. Skilled in utilizing integrated ERP systems to drive efficiency, VAT & corporate tax and ensure accurate financial operations.

SKILLS

- Accounting & Auditing
- Internal Control
- Cash Management
- Financial Reporting & Analysis
- Cost Control & Budgeting
- ERP Systems Proficiency
- Staff Training & Mentoring
- Accounting Standards
- HR Management
- Effective Communication
- Time Management
- Leadership
- Relationship & Trust Built
- Problem solving
- Multi Task Ability
- Understanding others need
- Adaptability
- Customer Satisfaction

WORK EXPERIENCE

Chief Accountant – City Medical Clinic – Sri Lanka

Nov 2023 to Nov 2024 (1 Year)

Senior Accountant - PHI Medical Care – Doha Qatar

May 2023 – Nov 2023 (6 months)

Chief Accountant (Head of Finance) - Tadawi Medical Center – Doha Qatar

Feb 2015 To May 2023 (8 years and 3 months)

Key Responsibilities

- **Managing Accounts Department** – Manage the Staff within the area of responsibility and oversee the daily operations of the accounts department and conformity to company Financial & Accounting Policies, Procedures, and accuracy. Hire, train, and lead a highly effective and engaged Finance team
- **Financial Reporting** - Analysing accounting data, reconciling financial ledgers, preparing monthly financial statements, and MIS reports and preparing Annual Financial Statements for External audits, Studies, and analysis to support the decision-making process of the company. liaising with both internal and external Audit staff to ensure the rapid completion of audit reports.
- **Internal Control** - Establish adequate internal control systems, Monitor & ensure the implementation of those to protect the assets of the company & prevent Misuse & forgeries. Objectively review the organization's business processes,
- **Budgeting & Variance Analysis** - Prepare a monthly budget for upcoming periods and compare the variance to provide the necessary recommendation to overcome negative variance.
- **Cash Management** – Overseeing & Handling the company's cash inflows & Outflows and liaising with AR & AP related parties such as Insurance companies & suppliers - ensuring the daily deposits are being deposited on time and other receivables such as insurance claims are being received within the approved due period and managing the available fund for liabilities.
- **Inventory Control** – Control the purchase orders following the availability of the stock and the movement of the items and ensure adequate stock for the distribution channels.
- **Insurance Claims** – Monitor Monthly MDS have been submitted within the time frame and match with system Invoice total value, Followup with insurance companies such as QLM, Alkoot, GlobeMed, Axa, etc. for the claims and the resubmission, discuss with Doctors to minimise Rejections, Reconcile ledgers of Insurance companies.
- **Overseeing related Departments** – Monitor & Control other departments such as Billing, Insurance, HR, & Procurement related to all financial activities.
- **Doctors contract & Liaise with Doctors** – Advice & Provide necessary agreement terms to top management to prepare Partner Doctor's contracts and verify monthly partner Doctors' Income calculation reports and ensure compliance with the agreement and liaise with Doctors for their income reports.

- **Cost Control** – Identify all the effective ways to reduce expenses to increase profit and provide necessary suggestions and recommendations to cost control management.
- **Corporate Tax Filing** – Liaise with external Auditors for year ending corporate tax filling

Senior Accountant - Nippon Lanka Ltd – Sri Lanka

Feb 2005 To Jan 2007 (1 Year and 11 Months)

Key Responsibilities

- Compile and analyze financial information to prepare financial statements including monthly and annual accounts
- Protect against fraud and theft of the organization's assets
- Ensure that the organization is complying with relevant laws and statutes
- Make recommendations on how to improve internal controls and governance processes
- Ensure financial records are maintained in compliance with accepted policies and procedures
- Budgeting, Forecasting and Financial reporting requirements
- Make certain all financial reporting deadlines are met
- Establish and monitor the implementation and maintenance of accounting control procedures
- Resolve accounting discrepancies and irregularities
- Prepare for financial audit, liaise with Auditors, and coordinate the audit process
- Oversee accurate and appropriate recording and analysis of revenues and expenses
- Evaluate and advise on business operations including revenue and expenditure trends, financial commitments, and future revenues
- Collect and analyze financial information to recommend or develop efficient use of resources and procedures, provide strategic recommendations, and maintain solutions to business and financial problems
- Credit control and make sure the limits of each creditor reach beyond the limit
- Managed company funds in an appropriate manner dealing with banks and developing, and maintaining banking relationships.

Accountant - Al Ma Ali Corporation – Kingdom of Saudi Arabia

Dec 2001 To Jan 2004 (2 years and 1 Month)

Accountant - New Delmon Hospital – Sri Lanka

April 2000 To Dec 2001 (1 year and 8 Months)

EDUCATION

Post Graduate Diploma in Business Management

Oxford Business College - United Kingdom

Bachelor of Business Administration – (B.B.A) Special in Finance

University of Colombo Sri Lanka

Chartered Accountancy (CA) – Licentiate Level

Institute of Chartered Accountants of Sri Lanka

Diploma in Computer Studies

IDM Computer Studies Sri Lanka

Reference

Reference available upon request