



Naznin Mahomed

Basics Information:

Date of Birth: 25th September 1990

Nationalities: Mozambican and Portuguese.

Marital Status: Single

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Personal Summary:

A dedicated professional with over 10 years' experience in accounts, finance, reporting and business development, providing support to the management decision making. Additionally, possesses an excellent verification skills and ability to analyze data along with a comprehensive understanding of commercial and basics accounting procedures. Also possesses a strong skill with M.S software as excel for analytical and numerical analysis. Having a proven ability to ensure that day to day work is carried out in line the agreed policies and procedures and quality standards. Ability to work quickly and accurately, especially under pressure; and within a cross-culture, virtual team and global environment. Works well in teams and independently with little oversight. A professional and organized hard worker with a high level of problem solving. Excellent interpersonal and communication skills, with the ability to build positive relationships and influence at all levels.

Experience

Country Finance Manager for PIL JV – Shipping Line

Bolloré Transports and Logistics – Maputo, Mozambique

From July 2022 till Present

- Supervising all PIL Mozambique branches financial activities and respective team.
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- Supervise, coordinate and monitor with agencies all the P&L booking.
- Review in a monthly basis all the accruals/provision/Deferrals and communicate with the agencies for reversal/adjustments.
- Review in a monthly basis all the BS accounts and communicate with the agencies for allocation/corrections/adjustment.
- Coordinate with Country Accounting team the booking of taxes (Income tax, Vat,).
- Preparation of the fixed asset register and supervise the depreciation.
- Elaborate annual plans/budget, monthly outlooks and forecasts each quarter.
- Prepare and present financial information in appropriate format to operational and or executive management.
- Making sure that all the deadlines are respected in country and at group level.
- Responds to corporate regarding finance and accounting issues by possessing an expert understanding of finance and accounting activities and the transaction that form the basis of finance results.
- Compliance control with the country law, tax law, international accounting standards and the SOD standards imposed by corporate procedures within all the areas that follow under the Financial Department responsibility.
- Preparing monthly activities report, compile statistics and send to HQ.
- Identifying the risks and communicate to MD.
- Assisting in the preparation and analysis of the management accounts.
- Responsible for raising P&L for the branch.
- Responsible for the payment plans for supplier and cash management.
- Responsible to follow-up and give relevant information to Head office regarding the Revenue.
- To put in evidence discrepancies between actuals and Budget and communicate efficiently with the financial HQ.
- Supporting MD on the day-to-day tasks.
- To elaborate Monthly management report to the Singapore Shareholder.
- Prepare and provide all addition information requested by PIL Singapore.

FINANCE CONTROLLER

Bolloré Transports and Logistics (Freight Forwarding & Oil and Gas Projects) Pemba Branch,
Mozambique – From Feb 2020 – June 2022 (includes two Shipping Lines companies – PTS & PIL)

- Supervising all branch financial activities and respective team.
- Responsible for all finance and admin functions for **three companies of the group**.
- Ensure that all operations in the business units are executed with the required level of cost effective and financial support and that all financial reporting is consistent with Generally Accepted Accounting Principles (PGCNIRF) and Group Standards.
- Interface with other groups inside and outside the organization, senior management and other locations, clients, banks and auditors. Actively contribute to the financial strategies and control of business units.
- Management of all aspects of the financial project Coral South (Technip , TOTAL, CCSJV).

- Elaborate annual plans/budget, monthly outlooks and forecasts each quarter.
- Keep track of finance team development including the team motivation and productivity.
- Control, develop and continuously maintain and improve procedures and reporting requirements for multiple objectives.
- High level of discretion and independent judgment on business development, contracts management and Government relationships.
- Prepare and present financial information in appropriate format to operational and or executive management.
- Making sure that all the deadlines are respected in country and at group level.
- Responds to corporate regarding finance and accounting issues by possessing an expert understanding of finance and accounting activities and the transaction that form the basis of finance results.
- Compliance control with the country law, tax law, international accounting standards and the SOD standards imposed by corporate procedures within all the areas that follow under the Financial Department responsibility.
- Preparing monthly activities report, compile statistics and send to HQ.
- Supervise invoices, bank, cash, sales/clients and varied operations books (accounting entry).
- Verification of Accounts evidences: supplier, bank expenses relating to visitors (follow-up suppliers statement, bank reconciliation, confirmation of the suppliers balance, clients statement).
- Supervise capital investments with respective fixed asset files and depreciation.
- To Ensure the reporting and assuming data is processed on-time and meeting strict reporting deadlines.
- Identifying the risks and communicate to HO.
- Assisting in the preparation and analysis of the management accounts.
- Responsible for raising P&L for the branch.
- Responsible for the payment plans for supplier and cash management.
- Assisting in the production of the annual Financial statements for the company.
- Responsible to follow-up and give relevant information to Head office regarding the Revenue.
- To put in evidence discrepancies between actuals and Budget and communicate efficiently with the financial HQ.
- Communicating effectively to explain complex financial concepts to individuals outside the finance sector.
- Supporting Branch Manager on the day-to-day tasks.
- Other duties as per Branch Manager or Financial & Administrative Director.

FINANCE EXECUTIVE & ASSISTANT FINANCE MANAGER

Transcom Sharaf Logistics (Clearance and Handling Company) Mozambique – From Dec 2016 – Dec 2019

- Verification of Ledgers.
- Approving sales invoices.
- Preparing the payment forms to the Bank to receive funds.
- Approving Costs invoices.
- Preparing payments to the suppliers.
- Accounts reconciliations.
- Supervising E-archiving documents.
- Direct liaising with customers.
- Identifying and promoting cost reducing measures.
- Reconciliations of sales ledger accounts.

- Maintenance of old debts accounts.
- Preparing Rate cards for the customers.
- Analysis of costs.
- Liaising with the Bank for any issue related to the bank.
- Preparing monthly financial reports as: MIS (P&L report), Accruals, Unrealized Gains and Loss Schedule, Bank Reconciliations, VAT returns.
- Supervising all over accounting entries and Trial Balance.
- Confirming balances at the month-end.
- Involved in producing and analyzing year-end financial accounts.
- Involved in the budgeting process.
- Liaising with company auditors.
- Providing excellent customer service to Support Centre Departments on all account-related matters and providing assistance with general finance-related queries.
- Preparing Bank Reconciliations.
- Providing Loans schedules for long term borrowings.
- Other tasks given by Finance Manager.

ACCOUNTANT

Orange Logistics (Clearing Agency) Mozambique – From Sep 2013 – Oct 2015.

- Responsible for various areas including: invoicing, expenses, payments, reconciliations and dealing with financial queries.

ACCOUNTS TRAINEE

Comércio Geral Dondo (Food Chain Store) Mozambique - From 2010-2012

- Responsible for filing and booking of invoices to the suppliers and customers.
- Control in and out of the stocks and follow up with customers for the payments and solving issues.

Education

MBA (Master in Business and Management), 2018

Mozambique Catholic University, Beira.

HONOURS IN ECONOMICS AND MANAGEMENT, 2012.

Mozambique Catholic University, Beira.

Skills:

- Strong commitment
- Strong interpersonal and communication skills
- Leadership and decision-making skills
- Used to deliver timely and accurate information
- Used to lead staff, while also building rapport with peers, operational management and company executives
- International Finance Experience, experience to work in multi-currency environments
- Data Analysis
- Financial Management

- Customer Relationship Management
- Treasury Management
- P&L Management
- Microsoft Excel
- Financial Reporting
- Internal Controls
- Leadership
- Fast Learner
- Time Management

Additional Information

Languages Spoken:

- Fluent in Portuguese (spoken and written);
- Fluent in English (spoken and written)
- Indian languages as: Hindi, Memoni
- Local language as: Sena (spoken)

Licenses:

- Mozambican car Driving License.

General Interests:

- Learning different new things on any subject, Gastronomy, Traveling, design and Oil Painting.