

Senior level Professional: Finance & Accounts

SKILL SET	PROFILE SNAPSHOT
Financial Control / Analysis Accounts Management Financial Planning and Analysis Payroll Accounting Finance Accounting and Administration Cash Management ERP Implementation Bank Reconciliation	<ul style="list-style-type: none"> Finance & Accounts professional with over 9 years of experience Rich experience in entire gamut of accounting & finance operations entailing preparation & maintenance of statutory books of accounts and administering the finalization of year-end financial statements Excellence in monitoring cash flows and ensuring that funds are arranged in the most cost effective manner after projecting accurate cash forecast ensuring that there is no shortage of cash in hand Track record of overseeing financial statements including trial balance, bank reconciliation reports, profit & loss account, age-wise accounts payables & receivables statements and balance sheets Gained exposure in processing payroll (including PF submissions with authorities), preparation of quarterly TDS Returns (Salary & Non-Salary) and Individual Tax Returns Hands-on in creating supplier code in the software, enrolling all the supplier details and payment terms as per the agreement and producing new account codes to the existing chart of accounts Effective leader with excellent motivational skills to sustain growth momentum while motivating peak individual performances

HIGHLIGHTS

- Credit of migrating the process from ERP to GERP using SAP FICO module
- Served as the part of Credit Evaluation Team for all MENA and African Region
- Involved in initial requirement gathering for the implementation of ERP (Sage Pastel) at MENA Water FZC, Sharjah; functioned as key trainer for SAP - FICO
- Raised funding to the tune of US\$ 90 Million through banks and others
- Collaborated with the senior management team in improving and executing strategies and processes, accomplishing corporate goals and profitability for the company having an annual revenue of US\$ 500 Million with more than 1000 employees within 27 locations

ORGANISATIONAL EXPERIENCE

Since Aug'06: Samsung Electronics, Dubai as Asst. Manager - Finance

Key Result Areas:

- Heading finance functions, determining financial objectives, designing & implementing systems, policies and procedures to facilitate internal financial control
- Supervising the preparation of monthly financials, evaluation of projects based on cost benefits analysis to arrive at its financial and commercial feasibility
- Monitoring preparation of statutory books of accounts, bank reconciliation and consolidated reports in compliance with time & accuracy norms
- Administering financial statements including trial balance, profit & loss accounts, age-wise accounts payables & receivables statements and balance sheets
- Determining financial objectives and designing & implementing systems, policies & procedures to facilitate financial control; guiding preparation of cash flow & bank reconciliation statements
- Implementing systems, procedures & manuals for preparation & maintenance of statutory books of accounts & financial statements and ensuring compliance with the statutory requirements
- Overseeing administration of the department and maintaining coordination between various internal departments for smooth functioning
- Coordinating with the team for sending the MIS report to head office on daily basis, also for manpower planning, recruitment, induction, exit interviews & ensuring cultural fit
- Managing payroll processing function involving computation of salaries, attendance, leave, fixed & variable entitlements and filing of Income Tax, PF, TDS and other statutory returns
- Preparing internal & statutory audit schedules on quarterly and yearly basis
- Computing & arranging for timely deposit of taxes (Income Tax, Sales Tax, Service Tax and VAT); filing the returns for timely completion of assessment and ensuring statutory compliance
- Handling preparation of MIS reports and reconciliation statements as well as undertaking analysis for key indicators to assist top management
- Preparing the personal files, cash & fund flow statement, balance sheet, audit reports, sales invoices, debtors' reconciliation and other financial reports to keep track of financial performance

EDUCATION

- Pursuing CA from ICAI, Mumbai
- Pursuing CPA, United States of America (AICPA)
- B.Com. (Financial Accounting / Auditing / Management Accounting) from College of Arts and Commerce, Mumbai University in 2002

TRAININGS

- Undergone the following trainings:
 - CA Computer Training Program from Computer Institute, Mumbai (Certified by The Institute of Chartered)
 - SAP R/3 in Financial Accounting & Controlling from Technology Company (P) Ltd., Mumbai

TECHNICAL SKILLS

- MS Office, FoxPro, Tally 6.3, Ecommerce, SAP R/3 and Internet Applications

PERSONAL DETAILS

Date of Birth: 11th Aug 1981
Present Address: PO Box 67587, Bur Dubai, Dubai, UAE
Permanent Address: Post Rajewadi, Taluka Mahad, District Raipur, Chattisgarh, India
Language Known: English, Hindi, Urdu and Marathi