**VASANTH**

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**FINANCE &ACCOUNTS**

Industry Preference: Accounts & Finance, Banking, Retail, BPO

Location Preference: UAE, Oman

**Profile Summary**

**SKILL SET**

***Finance & Accounts***

***MIS Reporting***

***Tax & Auditing***

***Vendor Management***

***Financial Analysis***

***Team Management***

***Liaison & Coordination***

* Offering over 11 years of wide exposure in implementing systems, policies & procedures to facilitate internal financial control and achieve financial discipline within the organisation
* Currently associated with **BCITS Private Ltd, Mysore as Assistant Manager- Accounts.**
* Functional capability in administering day-to-day processing of accounts receivable transactions to ensure that organisational finances are maintained in an effective, up-to-date and accurate manner
* Leveraged skills in adhering to accounting controls by following policies and procedures as per legal and regulatory requirements
* Expertise in preparing MIS reports and reconciliation statements as well as undertaking analysis for key indicators to assist the Top Management
* Outstanding communication & leadership skills that have been put to use in effectively resolving problems & promoting a positive work environment

**Organisational Experience**

**Aug’16–Till date: BCITS Private Ltd, Mysore as Assistant Manager-Accounts (Department: Finance – Account Receivable)**

**Key Result Areas:**

* **Name of Projects:** 1. Total Revenue Management. 2. Public Grievance Redressal system.
* Handling end to end accounts related activities of projects
* Ability to handle vast amount of data efficiently and effectively.
* Managed database for timely and accurate invoicing of complex government projects with thousands of tasks and subtasks in specified formats
* Provided month-end financial reports to CEO and MD.
* Coordinated and planned for tax and financial audits with external firms and regulatory bodies
* Maintained and/or communicated accounting policies, procedures and process documents for the accounting department and the Company
* Reconciled departmental accounts to the general ledger and resolved variances using Accounting software and Excel Spreadsheet
* Collaborate with corporate internal and independent external auditors and provide them with back-up documentation to confirm revenue recognition effectively
* Managed daily office operations by organizing, planning and prioritizing work load, performing administrative activities and training and developing new staff
* Resolved customer concerns, complaints, and inquiries using exceptional problem solving skills
* Designed custom spreadsheet programs and payment follow-up chart material
* Compiled weekly Accounts Receivable Data Reports for Corporate Executive Staff
* Initiative to collect and apply for refund of Tax deducted at Source(TDS).
* Applying new ways of working to curb penalties imposed by Customer organization

**Oct’15 – Jul’16 Herfy Food Services, Saudi Arabia as Senior Accountant (Department: Finance – Accounts Payable)**

**Key Result Areas:**

* Ensuring the smooth running of the Finance & Accounts Department; managing workflow to ensure that all transactions are processed in an accurate and timely fashion
* Generating MIS & other financial reports and evaluating them for facilitating the decision-making process
* Administering activities pertaining to:
* Supplier statement reconciliation
* Addressal & resolution of queries
* Processing of invoices
* Dashboard preparation
* Adherence to SLA/TAT
* Escalation of client complaints
* Utility payments
* Evaluation of employee performance
* Inventory audit at stores
* Processing of payments using SWIFT Based Payments System
* Conducting training programs to enhance employee efficiency thereby increasing productivity

**Highlights:**

* Achieved cost saving worth INR 2,00,000 Lakhs/month through measures such as deduction of payment for non-delivery of products
* Implemented process enhancement initiatives through measures such as use of advanced excel in supplier statement reconciliation that resulted in time saving around 50 hours/month
* Acknowledged with a Letter of Appreciation from Assistant Vice President for bringing new ways of working in day to day business

**May’11-Oct’15 with Tesco HSC, Bangalore as Senior Officer (Department: Finance and Accounts-Account Payables)**

**Key Result Areas:**

* Handled a team of 3 members who will process the daily invoices
* Hold the merit of being initiated to train the new team members within a span of 9 months from the date of joining
* Executed activities pertaining to:
* Key Productivity Index (KPI) Reporting
* AP to GL Reconciliation
* Inter Company Invoice Process and Utility Invoice Process
* Travel Expense Invoices & Foreign Currency Invoice Process
* Stop Cheque and Re-issuing payment in HSBCNet
* Creation/Activation/Deactivation of vendor profile
* Attending customer calls and resolving queries

**Highlights:**

* Played a key role in the execution of the E-Invoicing Project that implemented Electronic Invoicing System and reduced manual invoice processing
* Received Value Card for preparing production report template in excel file that displays percentage-wise productivity of team members
* Acknowledged with appreciation from vendors for addressing & resolving complex issues
* Recognised with the **Star of the Moment Award** for excellent and consistent performance
* Undertook operations related to vendor management; initiated conference call with the clients and preparing minutes of meeting
* Imparted refresher training to the team on the basis of the business updates
* Held the merit of being initiated to train the new team members within a span of 9 months from the date of joining
* Performing Route Cause Analysis and providing permanent solutions

**Jan’09-Apr’11 with Thomson Reuters, Bangalore as Associate Content Analyst (Department: Financial Analysis)**

**Key Result Areas:**

* Executed the following activities:
* Financial analysis including 10K& Auditor’s Report
* Collection of information as per Thomson Reuter’s policy
* Testing of new database/application releases and provision of expert user feedback
* Variance analysis of financial reports

**Highlight:**

* Played a key role in execution of the ‘India Build’ Project; created more than 600 Company financials for first time in the database and received a cash award for the same

**Jul’07-Jan’09 with Software Paradigms (I) Pvt. Ltd., Mysore as Senior Process Associate (Department: Accounts and Finance- Account Receivable)**

**Key Result Areas:**

* Engaged in activities related to:
* Account reconciliations and process adjustments
* Organisation of recovery system and initiation of collection efforts
* Quality check
* Data entry

**Certification**

* Business Accounting Technician program -Tally ERP. 09 from Practical Accounting Academy, Mysore, 2016
* Retail Management from Tesco Graduate Program- 2013
* Tally Financial Accounting Program version 9.0 from Tally Academy, Mysore, 2008

**Academic Details**

* MBA (Major: Finance, Minor-Retail Management) from Indian Institute of Commerce and Trade, Lucknow, in 2014
* B.Com. from Vidyavardhaka 1stGrade College, Mysore, University of Mysore in 2001

**IT Skills**

* Oracle Financials Application (OFI 11i)
* MS Office (especially Advanced Excel)
* Tally ERP. 09