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**ACCOUNTS PROFESSIONAL**

*Seeking an opportunity in the field of Financial Management as a* ***Finance Manager*** *for professional challenge and growth to support and enhance co-operative objectives of the company*



**PROFILE**

* Efficient and diligent Accounts and Financial management professional with 18 years of experience across finance and auditing; lastly spearheaded as Chief Accountant with Leading company, Saudi Arabia.
* Proficient knowledge on Business Finance Operations, Project Financing, Book of Accounts Finalization and Client Relationship with strong command over Audit. Excellent understanding of Gulf market with an ability to liaise with auditors for carrying out the annual monitoring.
* Analyze change, competitors and market trends. Produce accurate financial reports to specific deadlines, manage budgets and arrange new sources of finance for a company's debt facilities. Formulate strategic and long-term business plans while researching and reporting on factors influencing business performance.
* Good working knowledge of the Finance and Accounting Policies Procedures, Accounting Standards and Principles, Corporate and Taxation Laws with the ability to relate theory with practice. Deft in steering receivables management operations, formulating and implementing the Finance & Accounting Policies/ Procedures
* Develop financial management mechanisms that minimize financial risk. Conduct reviews and evaluations for cost-reduction opportunities. Manage company's financial accounting, monitoring and reporting systems.
* Deft in handling external relationships with appropriate contacts, e.g. auditors, solicitors, bankers and statutory organizations. Keep abreast of changes in financial regulations and legislation.
* Adept at formulating & implementing strategies to track flaws, and drawing inputs to realign tactics/strategies to streamline the proper functioning; proven expertise in Cash & Fund Flow and Salary Statement Preparation.
* Good communication skills, proven capability of effective audit and exceptional talent for problem solving through reasoned thought processes, as attested by a track record for employer satisfaction.
* Excellent time management skills with proven ability to work accurately and quickly prioritize, coordinate and consolidate tasks; resilient with a high level of personal integrity and energy experience. Systems implementation

**PROFESSIONAL VALUE OFFERED**

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| --- | --- | --- | --- |
| Accounts Receivable | Accounts Payable | Financial reports | Cash Cycle Management |
| Accounts Management | Finance Management | Internal auditing | Project Cost Analysis |
| Systems Implementation | Forecasting Skills | Financial reporting | Audit Facilitation Skills |
| Fund Management | Service Tax | Versatile Leadership | Operations Management |
| Statutory compliances | Budgeting | Capital Expenditure | Internal audit |

**Technical skills**

ERP system-Navision **🕮** Tally **🕮** Focus **🕮** PMAS **🕮** MS-Office **🕮** Windows 2000/XP/Vista **🕮** Internet skills



**Skills Achieved**

* Conceptualizing various activities like planning and directing, control all financial accounting and reporting activities of the organization to achieve business goals.
* Efficiently handling team of finance professionals and analyzing monthly and annual computerized financial statements-audits. Excellent understanding of Gulf market with an ability to liaise with auditors for carrying out the annual monitoring.
* Adroitly involved in managing financial planning, budgeting, project cost analysis, implementing cost control measures and formulating finance policies.
* Looked after the entire gamut of activities pertaining to budgets, forecasting and setting up financial procedures including cash cycle management, internal financial controls and costing.
* Meticulously managed diverse business operations like trends, costs, revenues, financial commitments, and debts as well as new ventures project future revenues and expense.
* Adept in handling financial forecast for capital budgeting and other financial studies vital for strategic business decision making.
* Monitored and managed the day-to-day accounting operations including maintaining accounts receivables, payables, cost accounting systems-procedures, fixed assets ledger and capital expenditure.
* Deftly focus on valuation as a framework for decision making and consistently thriving to learn new modules in finance and accounting domain.
* Key competencies in instituting internal controls to contain expenses within decided parameters. Astute planner having innate strengths in generating advantage for the company with application of professional prudence & due diligence
* Meticulously managing topical coverage including capital budgeting, risk analysis, financial issues, corporate restructuring and relevant special reports.



**SELECTED ACCOMPLISHMENTS**

* Successfully gained comprehensive knowledge and understanding of the entire flow of business operations, their documentation requirement and subsequent accounting and financial reporting.
* Adroitly gained certificate of appreciation from management for implementing ERP business solutions Navision at the Shriram Bioseed Genetics India Limited.
* Deftly prepared accurate final accounts for previous companies to safeguard them from finances or frauds detection through. Skillfully negotiated with banks for loans, capitals and financing of projects.



**CAREER PROGRESSION**

**Leading Company, SAUDI ARABIA 🞛 FEBRUARY 2013 TO AUGUST 2013**

**Chief Accountant – Accounts & Finance,** *Reporting to Finance Manager – Accounts & Finance*

*Company Profile: A Contracting company which is a Flagship for its group companies, having majority of jobs with SAUDI ARAMCO*

**IJM (INDIA) INFRASTRUCTURE LIMITED, HYDERABAD, INDIA 🞛 MARCH 2011 TO SEPTEMBER 2012**

**Deputy Manager - Internal Audit,** *Reporting to Deputy General Manager - Internal Audit*

*Company Profile: A Malaysian multinational company which is a subsidiary of IJM Corporation Bhd. (IJM), Malaysia*

**IJM CONSTRUCTION (MIDDLE EAST) LLC, DUBAI, UAE 🞛 FEBRUARY 2006 TO MARCH 2011**

**Deputy Manager – Accounts,** *Reporting to Senior Manager – Accounts & Finance*

*Company Profile: A reputed construction company and a subsidiary of IJM Construction Sendirian Berhad Malaysia*

**IJM (INDIA) INFRASTRUCTURE LIMITED, HYDERABAD, INDIA 🞛 APRIL 2005 – FEBRUARY 2006**

**Senior Executive – Accounts,** *Reporting to Manager - Accounts*

**SHRIRAM BIOSEED GENETICS INDIA LIMITED, HYDERABAD, INDIA 🞛 APRIL 2002 – APRIL 2005**

**Executive – Accounts,** *Reporting to Chief Accountant*

*Company Profile: A subsidiary of DSCL, New Delhi, India*

**KANCHAN GANGA SEED CO PVT LTD, HYDERABAD, INDIA 🞛 FEBRUARY 2000 - MARCH 2002**

**Executive – Accounts**, *Reporting to Accounts Manager*

**ARUNA SEEDS PRIVATE LIMITED, HYDERABAD, INDIA 🞛 APRIL 1998 – JANUARY 2000**

**Accounts Officer,** *Reporting to Accounts Manager*

**RAVILEELA DAIRY PRODUCTS LIMITED, HYDERABAD, INDIA 🞛 APRIL 1997 – APRIL 1998**

**Accountant,** *Reporting to Accounts Manager*

**RENEWABLE ENERGY SYSTEMS LIMITED, HYDERABAD, INDIA 🞛 JULY 1995 – MARCH 1997**

**Assistant Cost Accountant,** *Reporting to Cost Accountant*

***Responsibilities***

***Leading Company***

* Total handing of the Accounts functions with respect to Accounts Payables, Imprest, MIS activities.
* Day to day monitoring of the Fund requirement and preparation of monthly Cashflow and analysis.
* Handling of previous years annual audits.
* Emphasising on Internal controls for the accounting cycle.

***IJM CONSTRUCTION MIDDLE EAST LLC & IJM (INDIA) INFRASTRUCTURE LIMITED***

* Successfully started with the organization as Senior Executive-Accounts in India and skilfully got deputed in Dubai after successfully achieving training in Malaysia for two months. Adroitly supervising contractor’s claims on monthly basis and developing subcontractors schedule and summary for subcontractors, suppliers and prepayments.
* Look after the entire gamut of accounting activities for the ongoing project – Emirates Flight Catering Facility (A joint venture between IJM Construction SdnBhd Malaysia and Engineering Contracting Company LLC).
* Deftly promoted and rose to become the Deputy Manager-Accounts in Dubai and deftly handled complete accounts of ongoing project Fortune Executive at Jumeirah Lake Towers and at company level.
* Prepared monthly management accounts statements to monitor the inflow & outflow of funds and ensure optimum utilization of available funds to accomplish organizational goals. Handled entire gamut of yearly budgets for all the projects and carrying out budget consolidation at company level. Proficiently preparing comparative analysis between the budgeted quantities against the actual costs for ensuring compliance to the company and statutory financial policies.
* Overseeing the implementation of internal controls for all the projects under the company in India and monitoring the fixed assets schedule along with the yearly audit works.
* Responsible for generating summary statements for major materials used in the project such as Steel and Concrete and supervision of day to day accounts, Payment Account receivable & Payable and booking the purchase bills.
* Handling Accounts Receivables/ Payables functions to ensure timely receipts/ payments, statements and maintaining uniform accounting practices for the smooth running of the business**.**
* Facilitating preparation of budget, conducting variance analysis to envisage difference between projected figures & actual expenditure and recommending / taking corrective actions.
* Monitoring requirement and optimum utilization of funds as per approved guidelines and procedures. Identifying idle funds generated due to variance between Budgeted and Actual and control funds required for accomplishing tasks

***ACCOUNTING EXPERIENCE IN DIFFERENT ORGANIZATIONS IN INDIA***

* Deftly handling accounting functions while managing the company tax compliances as well as returns filing while monitoring Salary Matters, Total Income, Statutory Registers, Accounting of Expenses and Revenues, Adjustments, TDS, VAT, Service tax, Sales Tax, monthly returns and MIS Reports etc.
* Verifying and preparing comprehensive documents covering all the requirements and clients expectations. Support business change through developing budget and managed preparation of bank stock statements.
* Meticulously managing diverse accounting functions including Accounts Receivables & Accounts Payables; generated cash flow statements.
* Proficiently developed monthly P & L account and calculated C & F agents’ commission on monthly basis. Skilled in maintaining branch accounts and carrying out variance and ABC analysis.
* Actively coordinate with other employees and deftly prepared various schemes and produced credit or debit notes. Successfully handling Debtor’s & Creditor’s accounts reconciliation and analyzed debtors’ accounts.
* Skillfully processed freight expenses and conducted reconciliation of sales, debtors and stocks and deftly played as team member in conducting internal audit of branches
* Adept in executing valuation on inventory for balance sheet preparation and created cost sheets for all products. Prepared & reviewed roll forwards for Auditors on a monthly basis for fixed Assets, depreciation projection and forecasting report, and asset posting.
* Compiled cost and performance reports, cost benefits analysis and cost reduction studies of various areas; identified potential areas of cost control and recommending measures for reducing cost of overheads. Ensured timely filing of tax returns in compliance with the respective Acts.
* Administered statutory related matters of the company including timely filing and assessment of Income Tax and preparation of TDS Certificates of employees, handling TDS Returns.
* Implemented systems & procedures for the preparation & maintenance of statutory books of accounts, reconciliation statements and financial statements including Receivables and Payables of the company.
* Prepared funds flow and cash flow statements to monitor the inflow & outflow of funds and ensure optimum utilization of available funds to accomplish organizational goals.



**EDUCATION**

**ICWAI (Final) June 1996,** India

**ICWAI – Intermediate June 1993,** India

**Bachelor of Commerce 1991,** Andhra University, India



**Date of Birth:** 12th January 1970 Last drawn salary: SR 10,000 + benefits

**Having a valid UAE Driving license**

**References and verifying documentation furnished upon request**