**MANOJ**

[**MANOJ.296325@2freemail.com**](mailto:MANOJ.296325@2freemail.com)

***An accomplished & knowledgeable professional*** *aiming for senior level assignments in* ***Finance & Accounts / Internal Control*** *with an organization of high repute*

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| **SKILLS SET** | **PROFILE SUMMARY** |
| **Bank Reconciliation**  **Auditing**  **Budgeting & Cost Control**  **Fund Management**  **MIS Reporting & Documentation**  **Risk Assessment**  **Liaison & Coordination**  **Inventory Management**  **Team Management**  **Reconciliation** | * A competent professional with over 15 years of total experience(pre and post qualification) in **Finance & Accounts, Audit & Taxation & Internal Control ,Bank Reconciliation & Control, Liaison &Coordination Risk Assessment** * Hands-on experience in designing & implementing financial systems to facilitate enhanced financial control and make the business processes more robust * Demonstrated abilities in managing day-to-day operations in finance & accounting in coordination with internal / external departments for smooth financial operations * Pivotal in implementing financial procedures, maintenance & finalization of accounts as per statutory requirements and liaising with tax authorities to address taxation matters, auditing & MIS * An effective communicator with good analytical, leadership, interpersonal, planning and problem solving skills |

**CORE COMPETENCIES**

* Ensuring preparation of financial reports in compliance to the applicable accounting standards (IFRS), to determine financial viability, projecting cash flow & growth opportunity while preparing projected financial statements.
* Supervising cash flow and preparing budget of company for providing adequate & timely funding to operations
* Carrying out periodical internal audits, evaluating internal control system by highlighting shortcomings and ensuring effective implementation of recommendations
* Spearheading financial analysis; internal & regulatory reporting; accounting operations; budgeting; forecasting that led to long-term improvements in cost savings, profitability and productivity
* Managing complete planning & management activities for ensuring completion of various types of audits within the time & cost parameters
* Overseeing that the audit function is carried out in an effective, efficient and ethical manner
* Conceptualizing & implementing accounting policies / principles and tracking systems for various functional areas while ensuring compliance with accounting standards & procedures

**WORK EXPERIENCE**

***Aug’14 – Aug’16: UAE Exchange Centre and Financial Services LLC, Oman as Finance Manager***

**Role:**

* Shouldered the responsibility of:
* Managing and directing book keeping and accounts & all related functions
* Handling Reconciliation & Liaison with Banks– bank accounts (85 Banks including Banks like Standard Chartered Bank, Bank Muscat etc., and more than 100 accounts, across the world) & other parties like Western Union, Money Gram and Xpress Money.
* Filing financial statements with statutory / regulatory authorities, as required
* Undertook activities related to Financial Aspects :
* Financial performance monitoring and analysing efficiency & reasons for variances
* Budgeting, Variance Analysis, control& other reporting.
* Reviews and evaluations for cost reduction opportunities
* Risk Assessment(operational, legal ,regulatory) and control
* Assessing the financial implications of existing & new ventures/commitments
* Product Pricing and competitor analysis
* Participating in strategic planning, and formulating long-term business plans
* Funds management including decision’s to be taken for various investment opportunities
* MIS and other reporting to Global Head Quarters, Regulatory Authorities and Central Bank of Oman
* Preparation of fixed asset register ,control on acquisition, maintenance & disposal/replacement and incentive scheme for staffs
* Facilitation of Central Banks periodical Inspection
* Assured annual closure of books of accounts in time and preparation of financial statements as per International Financial Reporting Standards (IFRS)
* Profitability Analysis & Reporting (Branch wise, Product wise)
* Assessed internal control systems, identifying control deficiency, duplication & fraud or non-compliance with laws and suggested appropriate recommendations to the management
* Oversaw activities related to control and diligence with regard to payments, receipts, purchases & fixed assets
* Evaluated branch performances, supervised cash verifications, cash shortages and recovery at branch level
* Collaborated with External - Consultants, Legal Firms, Statutory Auditors & Banks (for account maintenance, funding, fund transfers, Reconciliation, Balance confirmations, other dealings, Bank Guarantee issue, renewals etc.)

**Highlights:**

* Functioned as Chairman of Procurement Committee
* Served as an active member of Executive Committee and GRC – Committee on General Risk & Compliance
* Essayed a stellar role in System Migration Viz. successful implementation of BOS System in place of the old system FA Accounting and migrated to AMIGO (web based Operating System) from Old system Net Term, initial integration up to the verification of authenticity of system reports
* Significantly handled preparation, finalization & submission of year end financials for 2 financial years (Auditors –PWC)

***Apr’12 – Aug’14: CA Mathew Vinod as Audit Manager***

**Role:**

* Carried out statutory & tax audits including analysis and reviews of financial statements including cash flow statements
* Handled clients from different sectors like leading commercial banks (scheduled, local, co-operative banks), public & private companies which are from Textile Industries, Hospitals, Retail Trades, Charitable Trusts, NGOs and Partnership Firms
* Held full accountability of:
* Generation of fixed asset registers and bank reconciliation statements
* Preparation and review of reconciliations for various general ledger accounts
* Income Tax, Sales Tax /VAT, Central Excise, Service Tax, TDS related matters including filing of periodical returns
* Concurrent and Revenue Audits of Banking Companies
* Looked after preparation of separate & consolidated financial statements along with all the disclosure requirements; incorporated year-end adjustments including adjustments for depreciation, accruals & prepayments

***Apr’11 – Nov’11: Lifeline Hospital, Abu Dhabi (Musaffah Branch) as Chief Accountant***

**Role:**

* Accountable for managing accounts related matters, book keeping, ensuring proper accounting policies, adherence to IFRS, finalization of branch (hospital) accounts, fixed asset – asset coding and register preparation
* Handled finance related matters – planning, budgeting, variance analysis, cash & fund flow – projecting requirements, bank loan payments, expense and other payments verification authorization
* Coordinated with banks, conducted internal audit, internal control, stock audit – physical verification & control and prepared incentive scheme

**Highlights:**

* Steered efforts in handling new system integration – migrating from old operating system to new system
* Essayed a stellar role in managing conversion of hospital from day care to full time hospital – capital budgeting, asset purchase, asset placement, asset coding and asset register

**PREVIOUS EXPERIENCE**

***Dec’09 – Apr’11: Alfa One Global Builders Pvt. Ltd., Kannur as Manager – Finance & Accounts***

***Feb’09 – Dec’09: CA Mathew Vinod, Kannur as Audit Manager***

***Jun’07 – Feb’08: Manappuram General Finance & Leasing Ltd., Trissur as Manager – Accounts***

***Dec’98 – Jul’06: Thomas and Thomas Chartered Accountants, Kannur as Audit Assistant***

**ACADEMIC CREDENTIAL**

* Chartered Accountant from Institute of Chartered Accountants of India in 2009

**PROFESSIONAL ENHANCEMENTS**

* Underwent seminar (3 day course) on Fraud prevention and monitoring conducted by external agency
* Successfully completed courses on AML and CTF (Anti Money Laundering) conducted internally

**PERSONAL DETAILS**

Date of Birth:11th May 1977

Language Known: English and Malayalam