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**SARAVANAN**

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**SENIOR MANAGEMENT PROFESSIONAL**

**Financial Operations**

**PROFILE SUMMARY**

* An astute professional with **9 years** of experience in:

~ Financial Planning ~ Finance & Accounts ~ Budgeting & Cost Control

~ MIS Reporting & Documentation ~ Accounts Payables / Receivables ~ Working Capital Management

~ Statutory / Legal Compliance ~ Audit Review & Internal Controls ~ Payroll Management

* A keen planner with expertise in managing the **Finance & Accounts functions** and contributing towards improved financial performance and enhanced internal controls
* Skilled in the development of annual and long-range plans that linked business strategies to operational plans and the expected range of financial results
* Hands-on experience in **preparing ledger books, bank reconciliation statements, balance sheet and finalization of accounts**
* Skills in **monitoring the inflow & outflow of funds** and ensuring optimum utilization of available funds
* Hands-on experience in preparing and explained weekly profit & loss projections; established product line profit & loss statements to identify opportunities and risks
* Demonstrated experience in reviewing, investigating, and correcting errors and inconsistencies in financial entries and documents that led to transparency in reporting to internal and external stakeholders
* **Accurate & precise in all work** related assignments with ability to contribute to corporate financial goals; competencies in preparing MIS & other reports to keep a track of financial performance
* **An effective communicator** with excellent relationship building, time management & interpersonal skills with proficiency in explaining complex financial data

**ORGANIZATIONAL EXPERIENCE**

**Since Nov’16: Metafrique DMCC, Dubai as Senior Accountant **

*Reporting to Managing Director & Vice president*

**Key Result Areas:**

* Shouldering overall functions of Accounts Department of Group Companies.
* Steering & participating in all financial operations of the company including reporting, preparation of annual budgets, forecasting, cash management, and accounts payable/receivable.
* Handling Day to Day Accounting -Cash/ Bank, Purchase, Sales, Expenses, & Prepaid & Interest workings.
* Monitor bank transactions, cash receipts, payments & Maintain records thereof
* Handling Fixed Asset Register for GAAP & IFRS
* Preparation of monthly management accounts including variance analysis, inter –company reconciliation & provision working
* Handling Monthly reconciliation process for Bank & Loan, Creditors & Debtors.
* Issuing Debit Notes to Inter Company for various expenses incurred on behalf of associate company
* Coordination with trading team and analysis shipment/container wise receipt to forecast fund flow of the company
* Submit fortnightly reports to the Managing Director stating the financial position of the company
* Functioning as a main point contact to internal & external auditors and provide all information

**May’15-Oct’16: Emguard Electro Mech. & Gen. Cont.LLC, Abu Dhabi as Finance & Credit Controller**

*Reporting to Managing Director*

**Key Result Areas:**

* Managing overall functions of Finance & Accounts Department of Group Companies.
* Steering & participating in all financial operations of the company including reporting, preparation of annual budgets, forecasting, invoicing/ cash management, accounts payable/receivable.
* Monitor accumulated outstanding payments from clients and initiate steps for collection on a monthly basis
* Conducting monthly collection review meeting with officials of operation department and making decisions on credit limits of new and existing customers
* Submit fortnightly reports to the Managing Director stating the financial position of the company
* Rendering timely assessment about credit viability of various clients & submit report to the managing director
* Monitor bank transactions, cash receipts, payments & Maintain records thereof
* Managing & negotiating with Banks/Financial Institutions for facilities; Bill Discount (BD), Cheque Discount, Letter of Credit (LC) and other business & vehicle loans.
* Managing & conducting project accounts audit for Civil & power substation project sites at various location
* Functioning as a main point contact to internal & external auditors and provide all information
* Ensure optimum fund flow in the company
* Maintain custody of all files & documents in the finance department
* Making suitable suggestions to effect appropriate remedial steps to ensure strict control over financial matters.
* Management reporting

**niitcolorlogoMar’14- Apr’15: NIIT Antilles NV, DAFZA, Dubai as Regional Accountant– Foreign (ROW)**

*Reporting to the Chief Financial Officer*

**Key Result Areas:**

* Overseeing accounting & corporate reporting requirements for two subsidiaries & one branch located across APAC & MENA Regions
* Steering & participating in all financial operations of the company including reporting, preparation of annual budgets, forecasting, invoicing/ cash management, accounts payable/receivable and payroll
* Handling consolidation of monthly results world-wide & facilitate in consolidation of same into Ultimate Holding Company reports
* Accountable for ensuring tax & statutory compliance across regions including Income Tax, WHT and VAT
* Conducting review and making decisions on credit limits of new and existing customers
* Functioning as a main point contact to internal & external auditors and provide all information
* Rendering support for the implementation of new processes & controls, new systems accomplishments and ongoing efforts
* Served as a:
* Director and organized board meeting and annual general meeting in Dubai
* Authorized Signatory and signed all the official documents, Standard Education Agreements and Memorandum of Understanding

**Highlights:**

* Played a stellar role in facilitating digital content sales in Indonesia, Vietnam and Nigeria regions and saving costs on Printing & Freight by 20%
* Achieved to receive complete Project Fund $50MN from Government of Maldives.
* Accelerated the monthly reconciliation process from a 1st day to a 3rd day of every month task through measures such as Bank statement and SAP report
* Efficiently recorded and handled all accounting entries in SAP
* Instrumental in achieving cost saving worth US$ 100 Thousand through measures such as sale of digital content and expense management during the year
* Provided information on financial status by preparing reports such as EVA & Management Accounts with all relevant schedules and closing folder



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**Jun’11 – Feb’14: NIIT Limited, Male’ Maldives as Finance & Service Officer**

**Key Result Areas:**

* Shouldered the responsibility of handling Project Accounts using specialized Accounting Software i.e. SAP
* Worked in close coordination with Managers to develop annual budget and helped management in the finalization of the annual expenses plans for project
* Conducted follow-up’s for project funding with Govt. of Maldives and India
* Entrusted with the task of handling cash and bank transactions i.e. receiving, recording, banked cash, cheques and vouchers as well as reconciling records of bank transactions
* Managed dispatch and shipping process & maintained project stock list
* Accountable for maintaining:
* Project records and invoices for audit
* Confidential information such as pay rates, bonus targets and pay grades, payroll and employee reimbursement process – both domestic and international

**Jan’09 – Jun’11: Redington India Ltd., Chennai, Tamil Nadu as Accounts Executive**

**Key Result Areas:**

* Worked on ERP with IBM AS 400 Applications
* Entrusted with the task of handling:
* Day-to-day accounting functions including banking/receipts and payments
* Dealers transaction cheques, recording and posting entries in system, banked due dated cheques and reconciling bank transactions
* Order loading, tracking & billing and developing MIS reports
* Overdue and outstanding payments follow-up with partners
* Dealers C-forms, Sales Tax and TDS Return Filling
* Looked after the branch accounts month and year end closing process
* Took care of bank reconciliation, fixed assets and expense invoice review
* Developed cash and bank vouchers, records and settlement of claims
* Scrutinized accounts receivable and ensured accounts accuracy for all customers
* Managed new dealer registration process and created reports of all existing customers

**TRAINING**



* Certified in ‘Computer Training Program’ from Institute of Chartered Accountant of India (ICAI) and learnt about the Accounting Packages and software for Chartered Accountant

**PROFESSIONAL QUALIFICATIONS**



* **Pursuing MBA (Finance)** from Don Bosco University, Assam ( Online Program)
* **Bachelor of Commerce** from The American College (Affiliated by Kamaraj University), Madurai, Tamil Nadu with First Class in 2007

**EXTRACURRICULAR ACTIVITIES**

* Actively participated in:
* All India United Karate Competition and won 6th Kyu Orange Belt
* NSS Camps, visited small villages, helped the poor people and sorted out their problems at college
* Red Ribbon Club as a Team Leader at college

**IT SKILLS**



ERP: SAP (Financial and Cost Modules)

Accounting Systems: Tally, Peach Tree & QuickBooks

Packages: Microsoft-Office Suite (Outlook, Word, PowerPoint and Excel)