**VACHERY**

**Chartered Accountant**

**Vachery.338255@2freemail.com**

AREAS OF EXPERTISE

*Accounting and Auditing*

*Planning and forecasting*

*Project Management*

*Team Management*

*Risk Management*

*Documents review with Lawyers*

*Human Resource*

*Administration*

PROFESSIONAL

 *Chartered Accountant*

*Graduated in Laws (LLB)*

*Bachelor Degree (B Sc) with Mathematics main*

PERSONAL SKILLS

*Effective communication*

*Honesty*

*Technical competency*

*Work ethic* 

**PROFESSIONAL SUMMARY**

A results driven, self-motivated and resourceful financial controller with a proven ability to provide key financial data. 26 years of experience. Participate in decision making as member of the key management team. Having excellent communication skill and able to build strong relationships both within and outside of a finance department as well as effectively communicating financial information to non-finance colleagues. Possessing strong financial control and reporting skills and rigorously ensuring that all statutory and corporate obligations are met. Currently looking for a suitable position that offers variety and also opportunities to develop both personally and professionally.

**WORK EXPERIENCE**

# **Group Financial Controller**

# H&H Investment & Development L.L.C, Dubai-U.A.E, Nov 2008 to date

#

# Group is engaged in the business of Real Estate Development, Property Management, Sales & Leasing, Mall Management, Owners Association Management of Multi Ownerships, Property Maintenance Services, Interior Design & General Trading.

# **Financial Controller**

# Bulk Commodities Int’l DMCC-Dubai-U.A.E, July 2007 to Oct 2008

# (A Dangote Group Company, Nigeria),

# Bulk Cargo Ship Chartering, Trading in Agricultural & Non-agricultural products

# **Senior Finance Executive**

# PWC Logistics - MNC, Jebel Ali, Dubai-U.A.E June 2004 to June 2007

# Third Party Logistics, Warehousing & In-house assembling of PCs

# **Finance Manager**

# Concordia General Trading L.L.C., Dubai, Aug 2001 to May 2004

# (An Al Habtoor Group Company)

# General Trading, Import & Export and Microsoft Certified Trainers)

**Manager Accounts & Audit**

Auto Distributors (Madras) Ltd., Tamilnadu, India, Aug 1993 to May 2001

(Wholesale and retail trading of automobile parts, Automobile Engineering – 15 branches all over India)

**Audit Manager**

Kumar & Krishnan Chartered Accountants, Kerala, India, Aug 1989 to July 1993.

Statutory audits under Indian Companies Act, Bank Audit, Internal & Management Audits, Indian Income Tax & Sales Tax Audits

**KEY RESPONSIBILITIES & DUTIES**

Planning

1. Assist in formulating the company's future direction and supporting tactical initiatives
2. Monitor and direct the implementation of strategic business plans
3. Develop financial strategies
4. Manage the capital request and budgeting processes
5. Develop performance measures that support the company's strategic direction

Operations

1. Participate in key decisions as a member of the executive management team
2. Maintain in-depth relations with all members of the management team
3. Manage the accounting, human resources, investor relations, legal, and treasury departments
4. Oversee the company's transaction processing systems
5. Implement operational best practices
6. Oversee employee benefit plans, with particular emphasis on maximizing a cost-effective benefits package
7. Supervise acquisition due diligence and negotiate acquisitions

Cash Flow

1. Review monthly cash flow.
2. Closely monitor the cash balance with banks on daily basis.
3. Checks and approves all the payment vouchers prepared by accounting section.
4. Approve the other payments such as monthly salary; leave salary, final settlement of the staff.
5. Monitor the collection from customers.
6. Approve purchases of materials, stationery and assets.
7. Manage the company cash flow by negotiating loan and credit facilities with banks & financial institutions.

Budget & Forecasting

1. Organize the yearly budget plan and send to concerned department for preparing departmental budget.
2. Review master budget.
3. Discuss with department heads.
4. Discuss the budget details with CEO
5. Organize meeting to discuss budget.
6. Make amendments in the budget based on the management recommendations.
7. Review the final draft for the discussion approval of executive committee.
8. Distribute the approved budget to various departments.
9. Monitor on monthly basis the actual expenses and income compared to budget.
10. Review the variance analysis compared to budget

Financial Information

1. Oversee the issuance of financial information
2. Personally review all documents and contracts
3. Report financial results to the Management

Risk Management

1. Understand and mitigate key elements of the company's risk profile
2. Monitor all open legal issues involving the company, and legal issues affecting the industry
3. Construct and monitor reliable control systems
4. Maintain appropriate insurance coverage
5. Ensure that the company complies with all legal and regulatory requirements
6. Ensure that record keeping meets the requirements of auditors
7. Report risk issues
8. Maintain relations with external auditors and investigate their findings and recommendations

Funding

1. Monitor cash balances and cash forecasts
2. Arrange for debt and equity financing
3. Invest funds

Third Parties

1. Participate in conference calls with the investment community
2. Maintain banking relationships
3. Represent the company with investment bankers and investors

**KEY SKILLS AND COMPETENCIES**

* Experience of consolidations and reporting.
* A sound understanding of the year end book closing process.
* Communication and leadership skills.
* Organized with excellent attention to detail.
* Experience with Bank Guarantee, Trade finance and Risk Management
* Applications and database management. Preparation and administration of budget.
* Ability to plan, organizes, direct, review and supervise the work to finance staff.
* Ability to read and understand legal documents
* Knowledge of Financial Reports, Budgets, Forecast, Costing and cost allocation

**EDUCATION QUALIFICATIONS**

## Qualified CHARTERED ACCOUNTANCY from the Institute of Chartered Accountants of India, New Delhi in 2001.

## Graduated in Laws (LLB) from the Mahatma Gandhi University, Kerala, India in 2000.

* Graduated with degree in Mathematics (B Sc) from the Mahatma Gandhi University, Kerala, India in 1989

**REFERENCES**

 Available on request