**JITENDRA**

**JITENDRA.34278@2freemail.com**

Dated: May 16, 2017

Sir/ Madam,

Please find attached herewith my Resume for Strategic roles in **Finance & Accounts discipline**. I'm particularly interested in this position, which relates strongly to my over 25 + years of experience in this field.

Having, worked as **Finance Manager in construction and steel industries in UAE**, I believe that I meet all the essential criteria of the position. Highlights of my accomplishments and various skills I can bring to your organization includes but not limited to are :

* Extensive experience in financial compliance, management, negotiations, presentations and reporting.
* Established and monitored implementation of accounting control procedures and streamlined a number of reporting processes to ensure aggressive deadlines are met.
* Developed innovative solutions for achieving a wide range of financial management strategies and objectives include cost reduction technology.
* Strong IT skills with knowledge and experience in accounting applications including SAP FICo ERP ,TALLY 9.6 ,Ex., ORBITS ,MS Office etc. etc.
* Firm background in GAAP, Costing, Budgeting, Variance Analysis , General and Management Accounting, Tax Planning , Investment Strategies , Payroll Management , Personal Financial Planning , Profit & Loss Management , Revenue & Sales Forecasting , Cash Flow Analysis and Corporate Reporting.
* Proven people management and supervisory skills.
* In depth knowledge of current legislative and regulatory requirements.

I am particularly interested for the positions in Financial Control and Management. I am open to assignments across UAE / GCC & International.

I am keen to join your company due to its leading position in the industry, great organizational culture, spirit of innovation, professionalism that characterizes your company and its employees. I am attracted to this role on account of the above mention position that it offers.

I appreciate you for your time to review my credentials and experience. Looking forward for a positive response.

Thanking you.

Sincerely,

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| JITENDRA **CMA, M.COM, LL.B, DCA**  | JPD.jpg |
| **Sought** |  | **Finance, Accounts & Strategic roles.** |
| **Total Experience**  |  | **27 + years & Available within - 30 Days** |
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| **Career Objective** |  | Senior level Finance Professional, with 20+ years of exceptional track record in all high-end aspects of financial control, management and auditing . Seeking a strategic role in a **dynamic organization** to contribute my accrued skills in fructifying tangible and strategic organizational objectives. To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well within the organization people. |
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| **SKILLS** |
| **Skills** |  | * Financial compliance, Management, Negotiations, Planning, Presentation and Reporting.
* Implementation of accounting system, controls & procedures.
* Cost reduction technology, Budgeting, Cost Accounting & Corporate Reporting.
* Solid background in GAAP, Profit & Loss management, Revenue & sales forecasting.
* Proven people management and supervisory skills.
* In depth knowledge of current legislative and regulatory requirements.
* Financial Analysis, Planning, Modeling, Budgeting, Costing & Variance Analysis.
* Cost Monitoring, Cost Control, Corporate Accounting & Asset Management.
* Suppliers / Sub Contractors Management.
* Vendor Negotiations, Team Supervision & Training.
* IT Skills & Team Building.
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| **PROFESSIONAL EXPERIENCE** |
| United Arab Emirates (UAE) (12.5 Years / Months) |
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| **2nd Aug. 2012 to Present** |
| Designation  |  | **FINANCE MANAGER (3.50 Years / Months)** |
| Organization Name |  | AL REYAMI STEEL INDUSTRIES, Abu Dhabi, UAE |
| Company Industry |  | **Construction / Production Industry** |
| **Responsibilities** |  | * Accounts & Finance functions, MIS and Cost Control. Cash Flow projections, Budgeting, Preparation of Financials. Project monitoring, Critical Path Analysis, Cash and Funds Management, Budget and Quotation approvals, handling clients, Banks and Audit.
* Maintaining a documented system of accounting policies and procedures thereby ensuring the highest standards of financial management reporting.
* Providing commercial insight to the management team through accurate forecasting and budgeting by making use of in-depth financial analysis and supplementary reporting to assist with decision making and problem solving.
* Highlighting potential opportunities for improvement in processes, cost control etc.
* Ensure that expenditure is within approved budget for operational and capital requirements and Pro-actively bring to management’s attention areas of financial or operational inefficiencies.
* Ensuring statutory compliance with legal and tax requirements and reporting.
* Preparing monthly balance sheet reconciliations, accruals and journals, ensuring compliance with monthly deadlines for financial reporting and invoicing
* Preparing budgets, cash flows and projections with ongoing monthly monitoring and analysis of variances, identifying any cash short falls well in advance.
* Ensuring the timely preparation of the annual and bi-annual statutory accounts and liaising with internal and external auditors and audit requests.
* Work with HR & Admin Manager to review all payroll and employee benefits related matters required for Tax, Pension, and ad-hoc payments.
* Liaise with approved subcontractor managers and administrators to ensure compliance with cost control requirements.
* Finance Department staff development, performance management and supervision**.**
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| **29th June 2004 to 1st Aug. 2012** |
| Designation |  | **DY. MANAGER - FINANCE & ACCOUNTS (8.2 Years / Months)** |
| Organization Name |  | ETA STAR ASCON GROUP ' ASSOCIATED CONSTRUCTIONS & INVESTMENT CO. LLC |
| Company Industry |  | **Construction Industry** |
| Responsibility |  | * Advising the financial accounting activities.
* Instituting and implementing financial standards, processes and accounting principles.
* G/L scrutiny, Preparation of financials for Cost Incurred & Project cost presentation.
* CAPEX, Cash flow projections and quarterly profit & loss analysis.
* Designing budgets for variance analysis on a monthly basis and report to the top management.
* Drafting project manuals for effective cost controls with respect to site cash purchase, Hiring of Machineries, Inviting Quotations for bid analysis for placing a final order etc.
* Actively involved in the Financial accounting activities with respect to Project Client invoicing, refunds, payroll management, collection of accounts receivable, Payment of suppliers & Sub contractors – Nominated and Domestic, etc.
* Liaising with the clients, Banks, vendors on contractual negotiations.
* Analysing cash flow and business performance reports for managing short and long term debts, cash rollover and investment proposal & Others.
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| INDIA (15 + Year) |
| **15th Jan 2003 to 22nd May 2004** |
| Designation  |  | **Manager Accounts and Administration** |
| Organization NameCompany Industry |  | ECI ECC LTD**Construction.** |
| Responsibility |  | * Organize and control assigned administration work for the Functional General Manager or Project Managers and the project team.
* Act as contact person/coordinator for administrative issues (incl. personnel administrative tasks) for the project team, incl. site teams. Organize office space, PC, data system accesses, etc. for new team members.
* Administer office facilities and pool of cars.
* Performs all the accounting and finance functions for human resource and administration directorate covering invoice processing, lease processing, budget preparation preparing and monitoring accruals, making journal entries and participating in all financial activities with head of department.
* Prepares a wide variety of statistical and financial reports and ensures all the financial processes are in line with established procedure and authorities, statutory compliance & Audit.
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| **29th Sep 1995 to 31st Dec. 2002** |
| Designation  |  | **PROJECT ACCOUNTANT** |
| Organization NameCompany Industry |  | ENGINEERS INDIA LIMITED (A GOVT. OF INDIA UNDERTAKING )**EPC Company** |
| Responsibility |  | Project 1: Expansion of Barauni Oil Refinery, Barauni of M/s Indian Oil CorporationProject 2: National Aluminum Company Expansion Project for Mines and Refinery, Damanjodi, ORISSA, India* Project Accounting, Payroll , Expenses settlements , Finalization of Accounts. Team Member in Tendering , Bid Analysis ,Processing of Contractors bills, Bills for extra work, Escalation bills, Material Stock accounting .
* Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural statements.
* Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
* Report to management regarding the finances of establishment.
* Establish tables of accounts, and assign entries to proper accounts.
* Develop, maintain, and analyze budgets to keep under control all the cost segments.

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| **17th Jan 1994 to 23rd Sep. 1995** |
| Designation  |  | **SENIOR ACCOUNTANT** |
| Organization NameCompany Industry |  | THE ASIATIC OXYGEN & ACETYLENE CO. LIMITED**Manufacturing** |
| Responsibility |  | * Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural statements.
* Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
* Report to management regarding the finances of establishment.
* Establish table of accounts, and assign entries to proper accounts.
* Develop, maintain, and analyze budgets, preparing periodic reports so that cost can be monitored as per the set policies.
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| **1st Sep 1989 to 31st Dec. 1993** |
| Designation  |  | **ACCOUNTANT** |
| Organization Name |  | BAKHTAWAR SINGH BALKRISHANA ( BUILDERS ) LIMITED |
| Responsibility |  | * Prepare journal entries , booking in to computerized accounting on behalf of HQ .This includes the accounting associated with entire local cost , distribution of corporate-paid costs and the related inter-company accounting, and month-end cost accruals
* Coordinate timely settlement of inter-company transactions.
* Perform miscellaneous research of inter-co financial matters and serve as liaison with the Company’s HQ.
* Oversee the performance of all accounting related to the monthly/ quarterly / annual close HQ and its branch offices.
* Perform / review monthly account reconciliations and account analysis, as well as other internal controls related tabulation and reconciliations.
* Complete monthly balance sheet preparation, reviews including risk and exposure assessments. Coordinate reviews with Corporate Financial reporting and internal and external auditors.
* Applied technologies and best practices for the purpose of reducing costs and enhancing the organizations interaction with external stakeholders.
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| **EDUCATIONAL BACKGROUND** |
|  | 1 | **M Com\_** Ranchi University with First Class Distinction since **05.02.1993** |
|  | 2 | **CMA** \_(India) Associate Member of The Institute of Cost Accountants of India since **23.07.1996** Membership No is 16839. |
| 3 | **LL. B \_**Associate Member of the Bar Council of West Bengal , India since **21.11.1990**. MM No 638/647 of 1990. |
|  | 4 | **Diploma in Computers\_** from Mega soft. Packages did DOS, UNIX, MS WORD. FOXPRO, LOTUS -123, EX. Languages learnt Cobol & C – **Jan’1995** |
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| **TECHNICAL SKILLS** |
| Key Area  |  | **SAP FICO** | **ERP** | **ORBITS** | **TALLY 6.9** |
| **MS OFFICE 2007** | **GAAP** | **IFRS** |  |
|  SUMMARY |  |   |
| Date of Available |  | 30 Days |
| Management Experience |  | 10+ Years  |
| Total year of Experience |  | 27+ Years |
| **Permanent Address** |  | 16, Cooperative Colony , Bokaro Steel City – 827001 , Jharkhand , **India** |