**AJIT**

Mob: C/o 0504973598

Email: [ajit.357785@2freemail.com](mailto:ajit.357785@2freemail.com)

**OBJECTIVE**

To gain the position of a cost engineer with a view to utilize my progressive years of experience in cost analysis in a renowned organization.

**CAREER SUMMARY**

* Progressive seven years of professional experience in project cost management.
* Extensive knowledge of the methods, techniques and principles of project management.
* Skilled in analyzing and preparing cost reports by using SAP.
* Familiar with planning, budgeting and accounting.
* Excellent PC skills with strong emphasis on Microsoft Excel, PowerPoint and Word.

**EDUCATION**

* **Master of Business Administration (MBA)** – Finance & Marketing

Karunya Institute of Management, Bharathiar University, India

* **Bachelor of Science (BSc) -** Mathematics

Union Christian College, Aluva, Mahatma Gandhi University, India

**PROFESSIONAL EXPERIENCE**

**WORK EXPERIENCE ABROAD**

**Cost Engineer, Rabigh II Project, Petrochemical-1 (CP1/CP2), Petro Rabigh,** Saudi Arabia, (Supplemental Manpower –Contract employee) August 2015 – March 2016.

**Cost Engineer, King Abdulaziz Center for World Culture, Saudi Aramco,** Saudi Arabia, (Supplemental Manpower –Contract employee) May 2008 – July 2014.

**Responsibilities:**

* Setting-up a cost structure to support cost collection and control. Within the cost structure, the project Budget Item (BI) is subdivided into Job Orders (JO’s) and Phase Codes.
* Entering appropriate data into the "financial master" within Saudi Aramco's SAP system.
* Preparation, review, monitoring & reporting on the following: Monthly project updates (MPU) particularly cost commitments, expenditures & forecasts using SAP system and updating the monthly engineering, procurement & construction progress.
* Review and analysis of monthly net direct expenditure (NDE) cost reports and explain for variance against yearly plan.
* Plan and forecast project activities and develop cash flows in line with the company requirements.
* Administration of all contracts under the project with creation of Contract Release Purchase Order (CRPO) against the value of contracts and the creation & online approval in SAP of the Service Entry Sheet (SES) for processing the contractor’s invoices and finally at the end of contract, the close out of CRPOs with the release of retention after the approval of Final Release Agreement (FRA).
* Administer prior approval forms (PAFs) for Project Management Consultant (PMC/PMS) contracts and maintain database for approved information, checking the validity of invoices, coding each invoice with the appropriate WBS account and secures various required approvals and forwards related documents to Accounting for the final processing of all contractor invoices for payment.
* Also review and monitor other project related costs booked through the Saudi Aramco cost ledger.
* Prepare Company Estimate for Contract Change Orders as per Contract Schedule “C” rates, within the limits of Project Division (absolute value less than $ 1MM), filing the documents for each Change Order and updating Change Order logs.
* Provide support to input the Project Completion Schedule (PCS) into Aramco SAP system.
* Prepare and process project change requests (PCRs) for project scope and/or expenditure release completion date change.
* Update Zero Base Manpower Report as per Project requirement based on Mobilization and Demobilization dates ofemployees(direct and indirect).
* Review of employee timesheets to check if it is charged to respective Project WBS.
* Assists division Business Administrator and Project Manager in all cost related matters.
* Preparation of monthly MIS reports and other reports as required by the Department.

**Accountant, Advanced Pipes & Cast Company.** Abudhabi, U.A.E., June 2006 – Dec 2007.

**Responsibilities:**

* Organizing general accounting activities (Bank reconciliation, accounts receivables and Payables, monthly trial balance, profit and loss account and balance sheet, cash flow Forecast)
* Producing accounting and financial reports and ensuring accurate accounting system and record keeping.
* Maintain accounting and financial records relating to company’s payables and Receivables.
* Periodic reconciliation with Customers and Vendors Accounts
* Monitor the ageing of Vendors and ensure processing the payments as per agreed terms
* Preparation of Sales Invoice.
* LC Documentation
* Payroll preparation.

**WORK EXPERIENCE IN INDIA**

**Branch Head, Karvy Stock Broking Ltd.,**Kunnamkulam, India, Sept 2005 – Feb 2006.

**Responsibilities:**

* Generating business for the branch by serving the existing clients and getting new clients.
* Verifying the daily contract note of clients and monitor the pay-in and pay-out transactions.
* Verifying computerized accounting of financial transactions.
* Preparing statements of Account on monthly basis to evaluate the branch performance.
* Generation of MIS report and follow up on overdue.
* General administration of branch activities.

**Branch Manager, Dewan Housing Finance Corp. Ltd.,** Trichur, India, Sept 2003 – Mar 2005.

**Responsibilities:**

* Credit appraisal, sanctioning and disbursement of loan.
* Preparation and proper filing of loan documents.
* Verifying the accounting of financial transactions on a daily basis.
* Reconciliation of financial transactions on a monthly basis.
* Preparing statements of Account on monthly basis to evaluate branch performance.
* Handling a team of sales executives.
* Analysis of MIS reports and do follow up on recovery.

**Manager, Vibank Housing Finance Ltd.,** Mangalore, India, Jan 2002 – Sept 2003.

**Responsibilities:**

* Credit appraisal of loan proposal.
* Preparation and filing of loan documents.
* Manualized and computerized accounting of financial transaction on daily basis
* Cash management and maintaining cash and bank balances as per company standard.
* Receivables management of more than 500 loan accounts and timely presentation of cheques.
* Preparing quarterly Balance Sheet and Profit & Loss Account Statements to analyze branch performance.
* Generation of MIS reports relating to loan outstanding and EMI overdue.
* Reconciliation of financial transactions on a monthly basis.
* Accepting deposits and issuing deposit receipts and interest warrants.

**Asst. Manager – Finance, Unitek Power Systems Pvt.Ltd.,** India, Sept 2000 – Jan 2002

**Responsibilities:**

* Preparation of invoice and management of receivables.
* Involved in inventory and product costing.
* Preparation of payroll and disbursement of salary to employees.
* Follow up of the annual maintenance contract receivables of more than 8000 UPS sold by the company.

**Asst. Manager – Business Development, Muthoot Bankers,** India, July 1998 – Sept 2000

**Responsibilities:**

* Publicity of gold loan and deposit mobilization.
* Manualised accounting of financial transactions on a daily basis.
* Cash management and management of receivables.
* Preparing MIS reports.
* Handling customer queries.

**TRAINING / COURSES ATTENDED**

* Undergone three years C.A. Articleship training as per C.A. Regulations.
* Diploma in financial accounting, Cochin Computech, Alwaye, India.
* Tally graduate course on Tally ees 6.3, Manvish, Alwaye, India

**COMPUTER PROFICIENCY**

* SAP, MS Office, Tally

**PERSONAL DETAILS**

Nationality : Indian.

Age & Date of birth : 46 years, 30-11-1970

Marital status : Married.

**AJIT**