**SANTOSH, ACCA**

**D.O.B: 23 April 1980 Marital Status: Married**

**E-mail:** **santosh.361592@2freemail.com**

**Nationality: NEPALI**

**EXPERTISE** Financial Management, Project Accounting, Audit & Assurance Services, IFRS, Business Management, Contractual and Legal compliance, basic SAP (ERP) experience, Systems Focus

**LANGUAGES** English (fluent), Hindi (fluent), Nepali (fluent)

**EDUCATION**

**ACCA (Association of Chartered Certified Accountants), UK**

(IFRS, Business Management, Performance Management, Advanced Audit)

**Bachelor of Commerce, Annamalai University, India**

(Accounts, Economics, Cost Accounting, Insurance)

**PROFESSIONAL EXPERIENCE**

**Sep 2012 – Present Finance & Business Office Manager – Javra Nepal**

Re-established the Finance Department in absence of old staffs including understanding the procedures and daily accounting requirements and ensuring the new Accounts Officer is able to carry on the daily activities. Monitored the issues involving Tax, VAT, external Audit and Company registration issues. Proposed ideas to the COO on better monitoring of Company cashflows, Asset replacement cycle and Repair & Maintenance effects, Tax implications of company profits, etc.

**July 2011 – July 2012 Finance Manager – IME (M) SDN BHD, Malaysia (www.imeremit.com)**

Responsible for Financial Management and Reporting of IME (M), a multi-national remittance business with 58 branches in Malaysia and Agents in 19 countries. Reporting to Directors on financial performance incl. FOREX, business process re-engineering and internal controls. Improvement of coordination within different functions and devising new report that provide analytical info in KPIs, checking of data integrity and checking of reconciliation of numerous NOSTRO accounts; devising and implementing appropriate MIS Reports incl. Cash flow.

 Development and implementation of financial system for a new Mobile Operator Business including process-flow and logic input in development of tailored accounting software including accounts, store management, sales management and incentive management.

**Nov 2010 – Jan 2011 Finance Consultant – Saleways Group, Nepal**

Developed financial and internal control systems for a new Wholesale and Retail Goods outlet and an Automobile Division. Prepared financial forecasts and negotiated Working Capital Loans. Trained new recruits on systems and daily reporting for improved performance and efficiency. Prepared yearly Financial Statements for annual returns filing.

**Apr 2009 – Oct 2010** **Senior Executive – Finance; Leadcom Integrated Solutions International B.V. Nepal**, **Lalitpur, Nepal, Israeli MNC (www.leadcom-is.com)**

 Senior Executive responsible for overall Financial management including Cash flow, Budgeting, Revenue monitoring, Work In Progress analysis, commercial check and editing of contracts, Invoicing, Tax and VAT Returns, expenses control, purchasing control. Direct Periodic Reporting to Asia Pacific Head Office of Monthly Accounting Package including Cash flow, Trial balance and P&L, Work-in-Progress evaluation, accounts receivable and payable and also ad-hoc reporting as required.

 Maintained business relationships and liaison with customers, sub-contractors, Bank and related Government Institutions. Fulfilling Tax and Vat regulations and overseeing internal and external audit. Assisting the Country Manager in the project management issues.

**Feb 2008 – Mar 2009** **Project Coordinator; Communication Corner**, **Lalitpur, Nepal;**

 Worked in the capacity of Project Manager in a USAID/OSI funded project for a National Media Firm. Managing activities plan, implementing activities, monitoring of budgets and compliance issues, internal documentation, communicating and periodic reporting to the Donors on various documentation, compliance, procurement, and budget adjustment issues. Prepared monthly and final progress reports for Donor Reporting.

 Prepared concept papers/ proposals relating to new projects including budgets involved and their justifications.

**Nov 2005 – Oct 2007** **Internal Audit Officer; Universal Enterprises Pvt. Ltd.**, **(www.universalresorts.com)**, **Male, Republic of Maldives;**

 Conducted Monthly internal audit (operational & financial) and risk analysis of 8 individual resorts, a mini-cruise and Emirates PSA in the areas of inter-resorts analysis, performance evaluation, internal controls evaluation and system audits. Performance evaluation of individual departments.

 Audited new projects in and out of Maldives; audited the foreign & local procurement function, credit control etc. and periodic Forensic Audits and investigations. Successfully undertook & accomplished the reconciliation & settling of inter-company balances as well as foreign debtors. Liaised with the auditors from the joint venture companies in selected ventures.

**Jul 2002 – Aug 2005** **Audit Officer; J.B.Rajbhandary & DiBins**, **Kathmandu, Nepal;**

 Conducted Statutory & Internal audits of various types of organizations and businesses including Financial Institutions, NGOs and INGOs, Insurance, Trading, Manufacturing, Hotel & Tourism sectors.

**OTHER SKILLS**

* Proficient in MS Word/Excel/Outlook/PowerPoint/Project
* SAP User Training from LEADCOM Asia Pacific Office, Gurgaon, India
* On the job use of numerous other systems viz. Micros-FIDELIO, Pumori
* “Professional Writing Skills” course from the British Council, Dec’07-Jan’08

**REFERENCES: Available on request**