MANISH

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A qualified Chartered Accountant and Certified Public Accountant (US). With 16 years of MNCs experience in various roles demonstrating capabilities in delivering results under challenging environments. Have build and managed teams of Finance, Accounting, Taxation, Auditing, MIS, Budgeting/Forecasting, Cash/Funds flow management, Financial Reporting in accordance with GAAP, IFRS/IAS, Accounts Payable, Accounts Receivable, Fixed Assets, Payrolls etc.

**MID-SENIOR MANAGEMENT**

**Key Strengths**

* Thorough professional knowledge with over 16 years of experience
* Experience in review and monitoring of costing and progress of multiple projects of US$ 100m plus
* Exposure to Indian, IFRS & US GAAP Accounting
* Experience in managing SOX 404, Internal Control Audits and CSAs with Big 4 audit firms
* Preparation and maintenance of statutory books of accounts and financial statements
* A keen analyst with exceptional relationship management with key customer
* Understand and manage employees, control, audit, reporting, systems and business analysis
* Exceptional capability of time management and meeting of deadlines
* Expertise at managing allocation and control of funds with a view to utilize available funds in a better way to achieve maximum returns and increased profitability
* Exceptional communication skills (spoken and written) Team-building and leadership skills; in addition to strong inter-personal skills
* A quick learner with and exercise sound analytical and problem-solving skills
* Proven track record of manifesting high levels of responsibility
* Motivated by challenges and extremely diligent in performance
* Special Attributes: Proactive, Straightforward, Diligent, Good Learner, Good Communicator

**Career Achievements**

* Recognition for simplification in the Financial Closure process in first 6 months of joining
* Distinction as one of the key members responsible for preparation and subsequent review of the accounts of various subsidiary entities $ 200 million Senior Secured Bonds issued in November 2003
* Instrumental in improving the recovery of input VAT in Indonesia from 60-70 % to 100% within a span of 1 year. This resulted in recovery of USD 4 million
* Identification and correction of several weaknesses in the material handling system; which resulted in Bank Guarantee worth US$ 1 million to Singapore customs department could be avoided
* Managed and successfully completed SOX audit with Zero failures
* Successfully handled clearance of Accounts payable backlog and managed a payment volume of US$ 10m + per month

**Professional Experience**

**Swiber Offshore (India) Private Limited** Mumbai

##### Head Finance and Accounting (May 2015 – Till date)

##### Swiber group is a world-class integrated offshore construction and support services provider for shallow water oil and gas field development. The company is listed on Singapore Stock Exchange and has annual turnover of over S$ 1 bln. The Indian subsidiary caters to Indian offshore market with turnover of over U$ 150 mil.

**Job Profile**

* Develop and manage all financial processes, in line with the business strategy, plans and processes, while ensuring adequate financial controls, discipline, and statutory compliance.
* Be an integral part of project team, looking to improve financial reporting within the Group.
* Advise on appropriate resource allocation, overseeing Treasury Operations.
* Provide leadership and coordination in budgeting, MIS, finalization of accounts, project finance, working capital management efforts.
* Provide decision support, including risk evaluation, capital expenditure, regulations and compliances.
* Maintain executive responsibility for the financial operations, including working capital, capital expenditure, taxation, budgeting and general accounting.
* Manage the finance team to ensure all controls are regularly checked and verified and all accounts functions are performed to a high standard.
* Properly record, duly authorized, financial transactions ensuring that accounting policies and procedures comply with.
* Ensure the integrity of the company's financial records through the completion of full balance sheet reconciliations on a monthly basis.
* Cooperate with the internal and external auditors in the execution of their program of independent audits. Manage the external audit process and ensure that the audited financials are completed within an acceptable timeframe.
* Carry out any task as assigned by the MD or CFO

**Procter & Gamble Home Products Limited** Mumbai

##### Accounting Manager (September 2011 – April 2015)

##### As the world's largest multinational consumer goods company, Procter & Gamble Co. (P&G, NYSE: PG) is the 4th largest corporation in the world by market capitalization and is Fortune's 6th Most Admired Company

**Job Profile**

* E2E Responsibility of Accounting and Financial reporting of LE with annual turnover of > INR 5000 cr.
* Monthly GL reconciliation with proper reasoning for all India Legal Entities
* Monitor and ensure timely identification and compliance with evolving accounting guidance, provide GAAP interpretation
* Communicate and explain accounting issues and evolving accounting guidance to the management team
* Manage communications with external auditors on external financial statements and accounting issues to ensure auditor agreement with company decisions on accounting disclosures, and issues
* Implement and maintain reporting procedures to comply with internal control requirements
* Perform continuous assessment of the close process to improve timing of financial period close
* Support quarter end and year end audit.
* Participate in other projects as required

**Achievements**

Demonstrated extreme proficiency in discharging all functions relating to the entire financial reporting of the India legal entities:

* Set-up macro to simplify preparation of complete set of financial statements in prescribed format.
* Documented process of quarterly & annual financial closure with clear R&R with ownership.
* Initiated “One Pager” concept for management update on actual results of the legal entity

**Global Industries.** Mumbai, Singapore

**Finance Manager** (April 2006 – August 2011)

Global Industries, a NASDAQ listed company having annual turnover of USD 1.2 billion, provides marine construction services to the oil and gas industry.

Global Industries, **Mumbai (April 2009 – August 2011) Finance & Tax Manager, India**

**Job Profile**

* Complete Responsibility of Accounting and Tax Functions.
* Reviewing and preparing the Quarterly Budgeting statements for entire Mumbai Office
* Monitoring the Progress of ongoing projects.
* Compilation of Financial information and presenting the Management reports
* Suggesting the Tax Strategies and taking part in Management discussions
* Providing inputs with respect to Indian Taxes for Project Bidding
* Handling Tax Assessments and Liaison with Big 3 Audit / Tax advisory firms

Global Industries, **Singapore (March 2008 March 2009) Finance Manager, Asia Pacific**

**Job Profile**

* Mapping procedures of Regional Disbursement Function which included Accounts Payable and Payroll functions.
* Adeptly identifying risk and key controls for SOX audit purposes.
* Efficiently handling the monthly closure of Books of Accounts.
* Efficiently handled treasury function with USD 60 million cash and bank balance.
* Efficiently handled the working capital requirement for USD 100m plus projects.

Global Industries, **Mumbai (April 2006 – February 2008) Finance Manager, India**

**Job Profile**

* Mapping procedures of key business processes for SOX audit.
* Adeptly identifying risk and key controls for SOX audit purposes.
* Scheduling and successfully completing the SOX Audit function.
* Efficiently handling the monthly closure of Books of Accounts.
* Actively handling the supervision and verification of the review and reconciliations of General Ledgers
* Managing the payroll and payable disbursement functions.
* Responsibly managing the Accounts receivable recovery process.
* Developing reconciliation templates for all legal entities of the business unit.

**Achievements**

Demonstrated extreme proficiency in discharging all functions relating to the entire financial management of the company, resulting in:

* Specially called upon to set-up the Regional Disbursement Hub at Singapore regional headquarter.
* Setting-up of accounting department and processes for Mumbai office.
* Processing and successful completion of SOX audit with zero failure.
* Finalising of Indian statutory accounts for old periods and bringing them uptodate.
* Devising methods leading to minimising of Accounts payable backlog clearance.
* Efficiently and responsibly managing payment volume of US$ 10m + per month.
* Generating accurate MIS reports, a vital tool for the company.
* Setting-up process and controls to have all the statutory compliances on time.
* Efficient handling of suppliers’ payment and compiling accurate outstanding statements.
* Developing excellent templates for compiling and maintaining reports.

##### P.C. Hansotia & Co., Mumbai

**Deputy Manager** (Oct 2005 - Mar 2006)

A member firm of Deloitte & Touche world wide and one of the leading professional services organisations in India offering a range of consulting services across five major cities.

**Job Profile**

As part of the Assurance and Business Advisory Services, responsibilities included:

* Planning of the audit and related jobs.
* Monitoring and execution of the fieldwork for acquiring the relevant data.
* Regular interaction with clients for reviewing and discussing the available data.
* Finalization of interim, quarterly as well as annual statutory audits of following clients: **Sun Pharmaceuticals, Indiabulls Limited, Enercon India Limited.**

**Achievements**

* Adhered to tight statutory deadlines.

##### Kept track of latest statutory requirement and its applicability to clients.

##### PriceWaterHouse Coopers, Dubai, UAE

**Senior Associate** (Sept 2004 – Mar 2005)

PricewaterhouseCoopers, world’s largest professional services organization provides quality professional services to a well-diversified client portfolio in both private and public sector.

**Job Profile**

As part of the Assurance and Business Advisory Services, responsibilities included:

* Planned and managed audits for a large number of reputed clients.
* The audits were based on IFRS of Accounting.
* Processed and compiled the Management Reporting.
* Compiled and submitted Audit reports.
* Frequently interacted with clients for their views.

**Achievements**

* Proven skills in managing Time, which is the essence of conducting successful audits.
* Ability to adopt and migrate to different accounting systems and working culture, proved to be an edge.
* Excellent negotiation and communication skills, was a boon for getting the information from the difficult clients.
* Demonstrated an ability to grasp and gain knowledge of finance operations within the company in a very short time.
* Responsibly handled the sensitive information provided by clients. Management commended this trait.

**J. Ray McDermott Middle East Inc**, Dubai, UAE.

**Accountant** (Jan 2000 - Aug 2004)

J. Ray McDermott, subsidiary of McDermott International Inc. offers a full range of field development solutions to Oil and Gas Industries, including fixed and floating platforms, subsea facilities, spars and FPSO topsides..

**Job Profile**

* Efficiently reviewed and consolidated of group accounts of various legal entities.
* Timely and accurately prepared and filed the various tax returns.
* In-charge of Quarterly budgeting of Tax Expenses and Tax payment.
* Responsibly provided Bid inputs.
* Accurately reviewed the General Ledger & Monthly reconciliation.
* Effectively liaised with the auditors for the purpose of Management and legal entity audits.
* Actively involved in the accurate quarterly tax forecasting exercise.

**Achievements**

* Key members responsible for preparation and subsequent review of the accounts of various subsidiary entities for the purpose of $ 200 million Senior Secured Bonds issued in November 2003
* Responsible for the improving the recovery of input vat in Indonesia from 60-70 % to 100% within span of 1 year. This resulted in recovery of up to US$ 4 million.
* Identified and corrected several weaknesses in the material handling system which resulted in avoidance of Bank Guarantee worth US$ 1 million to Singapore customs department.

**Previous Assignments**

* **B.S. Hydro-Pneumatics Pvt Ltd** (Jun 1997 - Jan 2000)
* **K.P Joshi & Company**, Chartered Accountants (Sept 1993 - May 1997)

**Education**

* **Certified Public Accountant** from State Board of Accounting, Colorado, USA, 82% (Nov 2002)
* **Chartered Accountant,** ICAI, Delhi 52% (May 1997)
* **B.Com**. from Mumbai University, 74% (Jun 1995)

# IT Skills and Exposure:

* Competence in working with accounting packages. Excellence in working with MS modules

**Hobbies & Extra Curricular Activities**

* Music, reading, cricket and net surfing & exploring.
* Organised various welfare programs in association with NSS.
* Participated in management of training camps organized by student’s forum.
* Also wrote a small book on Mumbai city ‘Dream Land’

**Personal Particulars**

* Date of Birth: 14 September 1974.