

**CURRICULUM VITAE**

SATHURAPPAN

[SATHURAPPAN.365981@2freemail.com](mailto:SATHURAPPAN.365981@2freemail.com)

career objective

Senior position in service industry enabling to utilize my knowledge in Finance, Accounts, Operations and Marketing. Long-term goal is to specialize in Accounts & Operational Excellence.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUMMARY OF EXPERIENCE:**

Over 19 years work experience in the niche area of services in Finance & Accounts, Procurement & Operations for Oil & Ship Maintenance sector and specialization includes the following.

**Finance & Accounts**

* Processing overall accounting functions of the company.
* Independent finalization of books of Accounts.
* Preparation of Monthly Profit & Loss account
* Preparation of Monthly MIS Report to monitor the performance of the company.
* Preparing Monthly Production Report and analyzing the same.
* Preparing Job Costing and analyzing the recovery.
* Conducting Monthly inventory on Oil Stock and plant machinery.
* Analysis & control of the direct and indirect expenses.
* Review and approval of employee payroll system.
* Handling insurance policy and claims.
* Invoicing of jobs carried out and projects completed in conjunction to the contract.
* Daily basis report generation on the debtors & creditors.
* Negotiation and Discounting with suppliers & sub-contractors.
* Liaison with the bankers for arranging funds and Bill discounting etc.

**Procurement & Expediting**

* Review draft tender documents to ensure all systems and components of the tender are included
* Assist preparation of tender documentation queries to consultants/clients to confirm and collect any missing data including; shipping costs, insurance, and any regional requirements
* Assist preparation of technical proposal documents like manpower histogram, equipment schedule, construction schedule, work procedures and other related reports to ensure the Company is positioned to win and secure bids
* Develop tender cost summaries including equipment, materials and labor calculations for final approval
* Review and generate Bill of Quantity against system drawings to ensure alignment and to identify materials types & quantities and prepare equipment lists and rough drawings for cost estimation
* Prepare specification documents to submit to vendors for quotations of cost/price of materials and equipment and evaluate same against tender specifications to include in final tender documentation
* Build relationships and liaise with internal customers and external suppliers and vendors and manage daily correspondence for quantities, costs and specifications.

**OPERATIONS**

* Co-ordinations and arrangements of all aspects of all business related operations.
* Liasioning with clients including vessel master, chief engineer, terminal in-charge etc. to ensure smooth and safe operations.
* Detailed report preparation after completion of every operation and submit to related authorities.
* Attend and resolve issues in case of any abnormality during execution of operations.

**WORK EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| M/s BRAVOS Ships Tank Cleaning LLC, Dubai-UAE | Managing Partner | January 2012 to till date |
| M/s. Jumeira Sky Ship Maintenance Co. LLC. Dubai-UAE | Manager – Finance & Accounts | April 2010 to November 2011 |
| M/s. Emirates Environmental Protection Co. LLC. Duba-UAEi | Chief Accountant | November 2001 to March 2010 |
| M/s. Al Ensel Building Contracting Co. Dubai - UAE | Chief Accountant & Administrator | January 2000 to October 2001 |
| M/s. Almulla Construction Co. LLC, Dubai – UAE | Accounts Assistant | December 1996 to December 1999 |
| M/s. New Line Finance Limited. Chennai, India. | Accountant | February 1996 to November 1996 |
| M/s. Associated Investment Consultant & Finance Services (P) Ltd. Chennai, India. | Accountant | August 1994 to January 1996 |

**SUMMARY OF QUALIFICATION**

**Institute of Chartered Accountants of India, (Articleship completed)**

**Articleship (1991-1994)** : **Statutory Audit: -** Handled statutory audit of various private limited and public limited companies including independent finalization of accounts.

*M/s. Srinivasan & Co.*

*Chartered Accountants*

**Internal Audit: -** Performed internal audits of private and public limited companies including devising internal control system in selected areas of companies.

**Taxation: -** Handled tax audits including finalization of Tax Statements for various proprietary concerns, firms and companies.

**EDUCATION**

**Bachelor of Commerce (B.Com)**

From 1988 to 1991

Madurai Kamaraj University, Tamil Nadu, India

**Office Secretary Ship, Short hand & English Typewriter in higher grade (+2)**

From 1985 to 1988

State Board, Tamil Nadu, India.

**COMPUTER PROFECIENCY**

# Diploma in Computer Application (DCA)

Bureau of Data Processing System Ltd.

Tamil Nadu, India***.***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LANGUAGES KNOWN :** English, Hindi, Tamil, Telugu & Malayalam

**DRIVING LICENSE :** Holding a valid UAE driving license

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_