**Experienced Financial Controller and Auditor for Your Team**

**Visa Status : Available for immediate joining.**

|  |  |
| --- | --- |
| **ROY**  [**ROY.368617@2freemail.com**](mailto:ROY.368617@2freemail.com) | **C:\Users\royma\Downloads\pp 15517 a.jpg** |

If you think an experienced Financial Controller who has more than 34 years of experience in the world of Accounts & Audit with IFRS/VAT awareness can add value to your team, we need to meet.

For the last 12 years, I was heading the Finance & Accounts Department of M/s. Ahmed Abdul Rehman & Sons, U.A.E which encompassed Internal Audit & Accounts functions of the Company. During this tenure, I was able to streamline the Internal Audit Department of the company that lead to the implementation & maintenance of its Internal control and Internal check systems to successfully institute a control on its functions.

I was also able to use my 34 years’ experience to negotiate with banks that lead to an increase in cash flow for the company, which was especially useful for the company during tough economic periods. My financial forecasts and projects helped the management to take strategic decisions that helped them to expand its operations.

# *Skill / Proficiencies*

Highly organized and detail-focused Internal Auditor cum Accounts & Financial management advisor with an exceptional track record for Internal Audit and Internal Control system implementation. Also proficient in accurately handling financial reporting and decision making in deadline-oriented environments.

* Excellent computer skills; proficient in Microsoft Office, and hands on long term experience in several Standard and Tailor made ERP Systems with VAT awareness and extra skill to learn proprietary systems/applications quickly and easily.
* Skilled in all aspects of accounting, auditing and finance, ranging From recording of transactions, posting, reconciling accounts To Managerial decision making, Finalisation of accounts and Internal Audit and ensuring accuracy and completeness of data.
* Expertise in decision making, analyzing, developing and delivering monthly, quarterly, and annual financial statements for MIS within tight deadlines.
* Proficiency in managing accounts payable and accounts receivable, generating and monitoring monthly statements for clients.
* Proven ability to identify and implement improvements to streamline processes and increase efficiency and productivity.
* Career Highlight – Internal Audit of M/s Kerala Forest Development Corporation (**A Fully Government owned Company**), which received special recognition.

# EXPERIENCE

## Financial Controller – M/s Ahmed Abdulrehman & Sons, LLC, Dubai.

( 30th October, 2004 till date ie. 25.02.2017.)

A UAE based Company, trading in house wares ranging from Tablewares to Sophisticated electronic kitchen equipments.

The Company is the sole distributor for the UAE and the neighboring Middle East Countries for a host of Branded products. Cristal D’Arque, Brabantia, Royal Porcelain, Correlle, Severin, Burco, Solingen, Ballarini, Atlas, Butterfly etc. are to name a few of them.

The job portfolio encompasses heading the Finance & Internal Audit functions ensuring monitoring of its Internal Control System, framing of policies and procedures, analyzing reports generated, like Cash Flow, Fund Flow, Banking Reports, Financial Statements and taking decisions on purchases and credit policies, customer receivables including Bank negotiations.

## Financial Controller – M/s QGM Group LLC, Dubai, UAE.

( 27th September, 2003 to 24th October, 2004.)

A British based Company, specialized in inspections, repairs and maintenance to Oil Rigs, with its registered office functioning in **Al Jadaf, Dubai**. The Company was in need of financial assistance from Banks and the post of Financial Controller was created for the purpose. The job was more of an assignment nature than of a continuous employment.

***Special Job Assignments*** *:-*

* Preparation of Project report of the Company’s state of affairs for Financial Assistance.
* Procurement of Letters of Credit from Banks for payments to foreign suppliers

## Chief Accountant – M/s Enkay Express, Dubai, UAE.

( 5th April, 2003 to 11th September, 2003 )

A Dubai based freight forwarding Company having branches in Kuwait, Bahrain and Syria. Daily reporting to the Managing Director, the Financial Status and all management reports. Was responsible for the entire Accounting function.

Other Responsibilities include 1) Authorisation of daily vouchers and its verification for authenticity and genuineness. 2) Preparation of monthly profitability statement and Balance Sheet in Ms Excel and cross verifying any variances with accounting package financial statements. 3) Organising and scheduling payments based on collections from receivables and other cash inflows taken on a projected basis. 4) Bank negotiations for extending credit facilities as and when required. 5) Monitoring Bank Guarantees with various customs and port authorities and shipping and airline agencies. 6) Negotiating credit facilities with all customers for Customs security deposit requirements and other payments. 7) Daily merging of invoices and vouchers of remote centers. 8) Monitoring and following up of, receivables and payables. 9) Payroll accounting, indemnity and leave salary computations. 10) Preparation of statements with supporting documents for Managing Directors personal accounts. 11) Preparation, finalisation and audit assistance to year 2002 accounts.

# Sole Proprietor - M/s Roy Mathew & Co. Auditors.

( March 1996 to March 2003)

A Kerala based Chartered Accountancy firm with registration number 007865 & Membership No. 205173. Practicing Chartered Accountancy profession comprising of professional assignments such as **Auditors** for **(1.)** Kerala Forest Development Corporation ( **A Fully Government owned Company** ), **(2.)** Midas Pre-cured Treads Pvt. Ltd., Kottayam, Midland Rubbers Pvt. Ltd.( **Manufacturers of Pre-cured Tread Rubber** ), Kottayam, **(3.)** Cityman Clothings ( India ) Ltd.( **Manufacturers of Ready Made Garments** ), **(5.)** Malabar Food Processors Pvt. Ltd.( **Manufacturers of Food Products** ), Kottayam; **(6.)Statutory Branch Auditors** for State Bank of Travancore, The Catholic Syrian Bank Ltd., Federal Bank Ltd.; **(7.)Branch Revenue Auditors** for Indian Overseas Bank.

**Other Professional services** of varied nature ranging from Preparation of Project Reports, Installation of Internal Control Systems, Internal Check systems, Preparation and analysis of Capital Budgets, Cash Flows, Fund Flows, Customer Credit Rating etc to Filing of Government returns for many other small and medium sized **Manufacturing, Servicing and Trading** business units.

# Finance Manager - Cityman Clothings ( India ) Limited.

( August 1988 to February 1996 )

Started as Chief Accountant in M/s Cityman Clothings ( India ) Limited, the reputed Ready made Garment manufacturers of India, in the year1988, doing the basic functions of Book Keeping by recording daybook, ledger, journal and stock registers through to finalisation of annual accounts. Was promoted to the post of Finance Manager in the year 1993, as the Company became a Public Limited Company with export businesses.

Was responsible for the entire Accounting function, heading the Accounts Department. Employment assignments performed includes, Computerizing the Accounting system, Monitoring of Stock movements, Preparation, Analysis and Variance reporting of Cost Sheets, instituting Internal Control Systems, Preparation of Capital Budgets, Cash Budgets and Project Reports including Cash Flow Statements & Fund Flow Statements, Bank dealings of all sorts connected with the business and assisting the Auditors in their function of Internal Audits, Statutory Audits and filing of Government Returns.

# Accounts Manager – Midas Pre-cured Treads Private Limited

( October 1982 to July 1988 )

A Kerala based Pre-cured Tread Rubber manufacturing Company with sales extending to all the States in India. Joined as Accountant in the year 1982 doing the entire accounting function and was responsible for recording of transactions to finalisation of accounts including preparation of Vouchers. Promoted to Accounts Manager with a team of accountants working under, as the business expanded, with additional responsibilities like Bank dealings, finance scheduling, cash flow projections, Budgeting etc.

### Education

**Fellow Membership** as **Chartered Accountant** (Membership No.205173) with the Institute of Chartered Accountants of India.

**Bachelor of Commerce** from the University of Kerala

MISCELLANEOUS INFORMATION

**Computer Skills :** Expert Knowledge in MS Office & ERP Systems &

Accounting Packages.

**Typing Speed :** 40 to 50 WPM

**Languages :** English : Excellent

Malayalam : Excellent

Hindi : Good

Tamil : Good