 Gopakumar.372042@2freemail.com

# Gopakumar (ICWA / CMA)

**OVERVIEW**

Member of the Institute of Cost and Works Accountants of India (ICWAI) and CMA with more than 20 years experience in the field of Finance, Accounting, Costing, Auditing, International Trade, General Management and Administration, Commercial and Logistics etc. As a person, I am a proactive team builder, optimistic, hard working and have strong negotiation and interpersonal skills.

**PERSONAL OBJECTIVE**

To secure a senior management position with a professionally managed organization, offering challenging assignments in Management Accounting, Corporate Planning and Forecasting, ways and means of Cost Reduction, with matching monetary rewards. My ability, experience and education in the above field allow me to operate at micro and macro levels. I could be more explicit of my capabilities at the time of the interview and am ready to accept and adapt to any challenging role I may be asked to perform.

Born on 5th May, 1964

Languages known: English, Hindi & Malayalam

Indian, Married

Driving License: UAE, India

## Visa status: Employment (Dubai sponsorship)

**EDUCATION**

**Professional and academic**

1. Member of The Institute of Cost and Works Accountants of India (ICWAI), Calcutta, India and affiliated to CMA (UK)
2. Bachelor of Commerce, graduated from Kerala University, India

Secured **First Class**, with subjects – Accounting, Costing, Auditing etc.,

**Technical**

Has sound knowledge of MS Office, Familiar with various accounting software viz., Ezware, Tally ERP 9, Peach Tree, Quick Books etc.

**PROFESSIONAL EXPERIENCE**

**1. Finance/Accounts Manager in M/s. Commodore Contracting Company LLC, from Dec-2004 to Aug-2017**

Commodore Contracting has developed over the past three decades into a company that provides multiples services in various fields related to construction. Its experience ranges from construction of commercial and residential towers, hotels, villas and compounds, shopping malls and clinics etc.,

The job profile is to monitor and manage the Financial Accounting team and the main responsibilities are:

* Analysis of the books
* Reporting to the Management
* Producing Monthly Accounts
* Monitoring the performance of the department
* Auditing
* Contributing to decisions regarding financial strategy

**The job responsibilities include;**

* Develop effective control of Financial Accounting methods and ensure it is executed effectively.
* Manage cash flow effectively to ensure smooth business functions.
* Responsible for making Company’s Financials, Monitor Profit and Loss account and provide information and recommendation to Management whenever required.
* Ensure financial software is set accurately and managed properly with proper access controls
* Develop Chart of Accounts and ensure it is followed with the approval of Management.
* Control the entire receivables and payables functions with proper delegation and control.
* Manage assets and inventories.
* Ensure proper check & control and system in payroll and staff benefits and responsible for monthly payroll
* Ensure all transactions have supporting documents and approval in compliance with company policies.
* Responsible for conducting yearly statutory audits and provide reports required for Management and Board on time.
* Delegate tasks with right people.
* Optimize the human resources and other available resources
* Financial Planning and Working Capital Management
* Preparation of monthly and yearly budgets
* Convening project related meetings with directors and contract managers
* Analysis of various project cost centre expenses and its review
* Bidding, Cost Analysis, Guarantees etc.,
* Liaison with Banks and Auditors
* Handling payment to creditors and others
1. **Al-Mutawaa Trading Company, Sultanate of Oman ( A Suhail Bahwan Group of**

**Companies), dealing Sanitary, Electrical Fittings, Engineering Products, Fire Fighting etc.**

**Worked as Finance Manager from 2002 to Jun’ 2004**

Reported to the Managing Director

Job Responsibilities include;

1. Review and analysis of P & L Account, Balance Sheet, Cash and Funds Flow Statements
2. Review and assessment of different management reports and appraising the Director
3. Application of different costing techniques, viz., Standard Costing, Variance Analysis, Incremental Costing, Budgetary Control etc and its review
4. Payment to Principals and Creditors
5. Dealing Forward Contracts/hedging for different foreign currency transactions
6. Pricing of products and fixation of selling price
7. Supervising Foreign Trade, Export/Import, L/C opening and its negotiation
8. Liaison with Banks and Auditors, customer accounting
9. Monitoring credit control and collection of Accounts Receivables
10. Processing of Payrolls
11. **A General Trading Company in Dubai, worked as Senior Accountant for 4 years**

**(1997-2001)**

Reported to the Managing Director

Job responsibilities include;

1. Financial planning, procurement of funds from different sources
2. Supervising the preparation of Final Accounts
3. Credit control, Working Capital Management and Ratio Analysis

 **4. M/s. Metropolitan Engineering Company Limited, India, (A manufacturing Company)**

**Worked as Accounts Officer cum Company Secretary for 4 years**

Reported to the Managing Director

Job responsibilities include;

1. Preparation of Final Accounts
2. Review of Budgets and statements
3. Tax affairs – Income Tax, Sales Tax, Customs and Central Excise
4. Coordinating periodical management reviews relating to different Organizational fields, Convening Board Meetings, Annual General Meetings etc.

 **5. M/s.Venkatachalam Aiyer and Company, Chartered Accountants, India**

**Worked as Audit Assistant from 1989 to 1993**

Job responsibilities include;

1. Audit of different companies, Banks and Public sector undertakings
2. Tax audit
3. Finalization of Accounts

# ADDITIONAL INFORMATION

Has the ability to analyze and interpret business periodicals, Journals, Government Regulations, business correspondence, Procedure manuals, business review and ability to present information and respond to questions from management, customers or fellow employees.

**CONTACTS -** Available on request