**Lakshmi**

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**Education:-**

* B.Com from Madurai Kamaraj University in the year 1986.
* Specialization in Advance Accounts, Banking , VAT, Business Management &stores
* **VAT Special course completed from Chicago Institute for Management, in Dubai.**
* Exposure to operation of Personal Computer with Microsoftware Office 2000, Accounting Package :

Tally/FaxAcc /Focus6.7 /Peachtree 2016,

Seeking a position as: Senior Accounts& Finance department / VAT Senior accountant, Inventory controller**Manager Finance and Accounting, Cashflow Projections / stores Management.**

Strategic Financial Planningcontrol AR/ AP and inventories in High-Growth Organizations

**Objective:**

A suitable Position as Senior**Accounts& Finance / VAT taxation department, andstores**with a reputed organization where my education & experience will have positive contribution.

**Profile at Glance :-**

* Self-motivated and commercially-focused senior finance executive with **24+ years’** experience, poised to deliver desired levels of growth and genuine results.
* Profound international exposure of 20 years in Dubai, KSA Saudi Arabia, Oman, & Amsterdam,
* Expert visionary, strategic, and tactical financial expertise with strong qualifications in all areas of Corporate accounting that produce bottom-line results and financial strength.
* Rich mix of accounting, operations and leadership talents complement dedicated and sincere approach.
* Strong analytical acumen, business development, administrational and negotiation skills.
* Delivered strong and sustainable financial gains in highly-competitive business markets nation wide and internationally through expertise in cost reduction, revenue growth and profit improvement.
* Consistently employ an energized, participative management style encouraging motivation, teamwork at stores and accounts.

**Professional Experience:-**

May’2001 - Till Date working with **Global Distribution FZE , Dubai.** As a Manager –Finance & Accounts & inventory Controller-Reporting to the GroupCFO.

• Looking after finalization of accounts, Banking operations, P & L Account, Stock reports, Cost Statements and all other imperative accounting operations.

• Responsible for Working Capital Management; managing the Cash and Fund flow, assessing requirement of the Strategic Business unit, negotiated and obtained working capital.

• Managing the treasury and risk management including sourcing funds for business operations at right costs, managing CASH FLOWS.

• Preparing, analyzing and interpreting financial results on monthly, quarterly and yearly basis for utilization by management.

•Proactive and result oriented with broad experience in all aspects of accounting and financial management.

• Managing the entire team of accountants and arranged MIS (consisting of Balance Sheet, P&L etc.) and all other financial and routine reports and statements.

**Major Accomplishments:**

• Played key role in preparing the consolidated financials for the group within two months of assuming the present position.

•Exceptional problem-solver with keen ability to resolve accounting issues, provide for business processes for the improvement.

• Demonstrated competency by arranging a global Disticover & credit insurance cover and there by saved USD 25,000 in annual premium.

• Introduced and implemented COST RECOVERY PROGRAMME model based on Gross Margin and timely collections that improved Gross Margins and reduced receivables.

**Banking Operations**

* Successfully negotiated new credit lines including a separate lease credit line for copier equipment financing.
* Achieved substantial cost savings by way of re-negotiating credit lines with banks, credit terms with foreign principals and converting purchases from LC terms to collection basis.
* Managing basic banking activities like Reconciliation, Cash Management Services, Bills Discounting, cheques discounting, Invoice Factoring & TR etc.
* Monitoring the funds position to ensure optimum utilization of available funds towards the accomplishment of organization objectives.

**Auditing**

* Responsible for planning, Executing and reporting progress for internal Audit and preparation of External Audit report.

**Career Highlights:-**

**Oct 1997 – 4th May 2001 with Middle East Abrasives Co LLC, Dubai as Accounts Officer-Reporting to the Financial Controller - Responsible for a team of Three**

**Responsibilities:**

Weekly Cash Flow reports. Maintaining Computerized Accounting system for Trade Debtors, Creditors, Reconciliation of Dealers/ Distributors Accounts and Inventories.

Coordination with Credit Control Dept. for analyzing Debtors Position and stocks.

Preparation of Trial Balance, Trading and Profit and Loss Account on monthly basis & Finalization of Year end Audit. Liaison with Customs, Freight Forwarding & Banks.

**Career Highlights:-**

**Oct ’94 to Oct 96 with Equipments & Technical Services at Riyadh, Saudi Arabia. Warehouse and Accounts In charge -Reporting to Manager Finance - Responsible for a team of Five.**

* A leading Designers, supplier and Contractors of Fire Alarm, Fire Fighting CCTV, Access Control, Intruder Alarm Systems and all other Safety and Security Systems in **ETECHS, Riyadh**. Saudi Arabia.
* Introduced effective measures for freights on imports by the addition of new freight forwarders, renegotiated freight terms and a monitoring system for air freight imports.
* Contributed significantly by effectual management of receivables resulted in reduction by 15 days and recovering bad debts to the tune of SAR 2,500,000 & better material control & inventory management
* procedures resulting in reducing inventory period to 25 days

**Previous Assignments - At India :-**

Two Years as Accountant in **Vijay Machinery Builders PvtLimited, Madras** from April 86 -January 88. One Year as Accountant in **Vikran Fashions Pvt Limited, Madras.**

From January 88 to December 88.

Six years as Accountant with VAT & Sales Tax Department in **Kunal Engineering Co, Ltd**.**Madras**From December 88 to October 94.

**Job Profile ( General Accounts/ VAT /Sales Taxation)**

*  Maintenance of Sundry Debtors, Creditors Ledger,
*  Scrutiny of Subsidiary Ledger, Bank Reconciliation,
*  **Submitting VAT documents to – Excise Return &Monthly Sales Tax Return to respective department.**

**Personal Details :-**

Date of Birth : 15.05.1963 / Madurai Tamil Nadu.

Marital Status : Married : Visa Status : Transferable /Family Status