# **Pratish**

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| **Objective** |  |
| Experienced Banking, Audit and Finance professional seeking a managerial role in Finance in an organization where I can leverage my skills and diverse experience for organizational as well as career growth. |  |
| **SKILLS AND EXPErtise** |  |
| Management |  |
| * Assistant Manager (Business Finance - Retail Banking & Distribution) in one of the leading banks in the region
* Managerial level industry experience in financial accounting with a leading environmental company
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| Competencies |  |
| * Core skill in financial accounting, financial reporting and audit
* VAT related responsibilities including development & implementation of VAT principles, policies and processes,ensure efficient controls and provide support on VAT audit related matters.
* Ability to maintain good client/customer relationships
* Strong Excel skills
* Knowledge of Finacle, SAP, Infos ERP Systems, Netsuite, Caseware, BDO APT (Audit Process Tool), as well as the ability to quickly comprehend other software packages
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| Communication |  |
| * Excellent written and verbal communication skills in business English
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| **Education** |  |
| CA Intermediate (CAT)The Institute of Chartered Accountants of IndiaBachelor of Commerce Degree (Major in Accountancy)The University Of Kerala**CERTIFICATIONS/ COURSES ATTENDED*** Team Leadership Program (TLP) certification from Harvard Business School
* Seminars on IFRS, Anti Money Laundering
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| **PROFESSIONAL EXPERIENCE** |  |
| **ASST. MANAGER (BUSINESS FINANCE & STRATEGIC PERFORMANCE MANAGEMENT)****Emirates Islamic Bank, Dubai** | **October 2015 to present** |
| Key responsibilities* Managing Business Finance related activities pertaining to CWM by setting up/driving the performance, planning & budgeting related to CWM Business.
* Providing insightful Finance support to the Channels and Distribution Heads in key tactical and strategic decision making.
* Supporting the Channels team by providing analytics and MIS reports that support decision making and ensuring that financial policies and control framework are consistently applied across the CWM business units.
* Maintaining financial and budgetary discipline within the Channels team by reviewing Business Cases for all material investment spends.
* Working closely with Channels business unit heads and serving as the point of contact on all business finance matters relating to retail distribution.
* Preparing and ensuring timely delivery of MIS reports like CWM New Business flash, monthly and daily FX Dashboards,Branch and Alternate Channels Categorization reports.
* Reviewing and evaluating ad hoc requests from Channel business unit heads for developing new reports to meet changing management information requirements, and setting up meetings to discuss ways of enhancing existing reports.
* Ensuring governance in operations and compliance with Group processes in all matters relating to Business Finance including setting up of new accounts, monitoring of expenses and unit costs, booking of monthly accruals and interacting with various stakeholders in Branch merger/relocation activities.
* Reviewing and managing the overall staff performance and incentivisation of Channels team, including reviewing Staff Productivity, incentive calculations, and reviewing Daily Performance & Ranking reports.
* Discussion with heads of business on staff performance evaluation parameters and performing incentive simulations on role-wise KPIs for aligning the incentive structures in line with changing business & economic trends.
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| **FINANCIAL CONTROLLER (ACCOUNTS PAYABLE & GENERAL LEDGER)****Beeah, Sharjah** | **June 2014 to January 2015** |
| Key responsibilities* Preparation of Monthly Pay Run
	+ Generating monthly Accounts Payable Ageing Report and making adjustments to the report for advances paid and amounts agreed with the vendor as per an approved payment plan
	+ Categorizing the suppliers into “critical” and “non-critical” in order to prioritize the critical payments
	+ Obtaining higher level approvals for the Payment Run, and finalizing the payments schedule.
* Approval of vendor invoices
	+ Checking the invoices booked with the supplier bills, Delivery Orders, LPOs, quotations, contracts and other supporting documents for proper authorizations and validity of the transactions
	+ Verifying if the Purchase Requests and Purchase Orders have been approved by the appropriate levels based on their value and nature of transaction
	+ Liaising with staff or suppliers for clarifications in case of any discrepancies, and approving invoices in the system
* Processing of supplier payments
	+ Checking if the payment is as per the approved Monthly Payment Run/ Vendor Payment Plan, and as per the credit terms/credit period agreed
	+ Verifying the details of the cheque/bank transfer with the invoices that are included in the payment
	+ Verifying supplier reconciliations to ensure that there is no duplication in payments.
	+ Approval of the payment processed in the system.
	+ Once the cheques/bank transfer forms are signed, verifying that the signatures are as per the approved devolution limits
	+ Ascertaining the reason for voiding of any payment, and then ensuring that the payment is voided in the system
* Arranging meetings and handling of walk-in suppliers
	+ Liaising with suppliers and arranging meetings to discuss invoices which have issues, and finding solutions to resolve the issues.
	+ Coordinating with various departments to resolve issues with vendors and following up on pending issues concerning LPOs and departmental authorizations for transactions.
* Month-end closing transactions
	+ Passing month-end accrual entries for LPO-based invoices as well as contract-based invoices after verifying the details of the invoices and supporting documents to ensure that they are booked in the correct account heads, cost centres etc.
	+ Passing entry for month-end interest capitalization for Capital Work-in-progress projects
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| **AUDIT ASSOCIATE January 2007** **BDO Chartered Accountants & Advisors, Dubai to June 2014**Key responsibilities* Determining the scope of the audit engagement and preparation of the initial time budget
* Identifying key audit risks during audit planning to ensure attention is paid to key ‘financial statement areas’ (FSAs) and an efficient audit approach is designed considering the overall time budget and charge out rates.
* Having initial discussions with the client to understand their business and operations, identifying trends and performing variance analysis for revenue, expenses, profitability and other key FSAs
* Based on the risk profile developed from the preliminary analytical review (PAR) and client information gathering, identifying the specific assertions at risk and then determining the extent of reliance to be placed on the controls to satisfy those assertions.
* Performing substantive tests generated for each of the financial statement areas (FSAs) at the planning phase and tailoring the audit approach in response to any further risks identified during the execution phase.
* Preparing the planning summary memorandum at the end of the planning stage of every assignment, in order to provide the partners and managers with a summary of the planning work performed on the client.
* Understanding and documenting the business processes and control environment (both entity level and activity level controls) and communicating observations along with suitable recommendations for improvement in controls.
* In case of bigger and complex assignments, delegating specific financial statement areas (FSAs) to the junior audit staff and closely working with them to ensure that their audit approach is line with the overall approach adopted by BDO.
* Preparing the audit summary memorandum at the end of every assignment for the partners and managers, to provide them an understanding of the overall work performed on the client and the extent of audit assurance obtained to form an audit opinion.
* Determining a client’s system improvement needs and recommending changes through Management Letters.
* Arranging and attending client closing meetings to discuss key audit findings.
* Having monthly team meetings to review progress of various ongoing assignments, plan targets, share audit experiences and resolve complex audit related issues through discussion and reference to standards.
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# **OTHER INTERESTS & HOBBIES**

* Attending social events & volunteering
* Reading, sports
* Music, playing the keyboard