

Mr. Ajay

Chartered Accountant



Highly Qualified Finance and Accounts Professional

Snapshot: Proactive, committed, computer savvy and result- focused professional with more than 32 years of insightful experience across Financial & Accounting management, Audit and Taxation, Costing and Pricing, ERP/SAP implementation and preparing MIS reports with a forte in identifying problems and providing workable solutions; excellent exposure in heading finance functions involving determining financial objectives, developing & implementing policies & procedures to facilitate internal financial control; expertise in generating, analyzing and cascading financial information to facilitate wise financial decision making. Pragmatic, with proven managerial acumen and abilities to withstand work pressures, deliver assignments within specified time frame without compromising on quality benchmarks.

Core Competencies include...

Finance & Accounting ~ Budget Formulation ~ Costing & Pricing ~ Accounts Finalization ~ Audit (Internal & External) ~ Budgeting and Forecasting ~ Oracle ERP/ SAP (FICO) Implementation ~ Banking Operations ~ Accounting & Reconciliation ~ Regulatory Compliance ~ Tax Management ~ IFRS Disclosures ~ Liaison & Coordination ~ Team Building & Leadership~ Problem Solving Skills

Executive Summary

- ❑ ISO Certified Internal Auditor with expertise in Finance and Costing, ERP implementation – SAP (FICO, MM, S&D modules) and Oracle (Finance & Project module); well versed with International Financial Reporting Standards (IFRSs), US GAAP and IAS..
- ❑ Demonstrated expertise in handling Factory accounting, controlling, budgeting and product costing with excellent understanding of accounting, commercial concepts and internal control systems.
- ❑ Skilled at managing Statutory compliance, preparing Project reports and Project appraisal, Cash flow, Budgeting, MIS designing & implementation and, controlling Sundry Creditors, Fixed Assets, Sundry Debtors etc...
- ❑ Hands-on experience in dealing with Finalization of Annual / Monthly accounting, Tax matters ie VAT & GST, Material accounting, Finalization of accounts, Balance sheet, Profit & Loss a/c and Internal Audit including pre-audit of documents.

- Innovative, patience, perseverance and analytical with excellent relationship building and ability to move with regulators effectively; articulate communicator with good presentation, interpersonal, motivation and co-ordination skills, and ability to interact with a wide range of personnel from diverse backgrounds.
- Quick learner with flair to continuously upgrade knowledge with cutting edge and emerging Accounting trends; disciplined, hard task master and confident with adaptability to new methodologies and applications; carries as unsullied image of integrity and honesty.

Seeking Senior Management positions with responsibility of the bottom line management across industries, demanding high standards of quality and precision, and providing opportunity to amalgamate my personal enrichment with organizational goals.

Professional Experience

Construction Company July 2020 to Present

Finance Manager – Head of Accounts & Finance of the group Companies (Reporting to MD)

Responsibilities

Handling all accounting, auditing , cash flow ,budgeting ,costing, legal compliances
And ERP implementation .

The group comprises of three companies in Dubai and Fujairah.

Dies and Tools April 2019 till July 2020

Group Finance Manager –Head of Accounts & Finance (Reporting to MD)

Responsibilities

Handling all accounting, auditing ,cash flow ,budgeting ,costing, legal compliances
And ERP implementation .

The group comprise of two cos in Dubai and one in India .

Auto Ancillaries Pvt Ltd ,Pune ,India Nov 2018 till March 2019

Head of Accounts & Finance(Reporting to MD)

Responsibilities

Handling all accounting, auditing ,cash flow ,budgeting ,costing, legal compliances
And ERP implementation

Engineering and Contracting Company, Muscat, Sultanate of Oman Aug 2012 –July 2018

Manager-Finance &Accounts (Reporting to the CFO)

Responsibilities:

- Involved in liaison with internal and statutory auditors and finalization of monthly/annual accounts.
- Responsible for timely submission of monthly invoices to clients and collection.
- Assigned responsibility of Cash flow management, Material accounting, Business planning and monitoring.
- Accountable for timely Fund arrangement from banks in liaison with corporate finance department of Galfar.
- Preparation and presentation of data for arbitration cases.

Cements Ltd., Guwahati, Assam, India**Sep 2011 - Jul 2012**Senior Assistant General Manager -Finance & Accounts (Reporting to the Chairman cum Managing Director)**Responsibilities:**

- Making liaison with statutory auditors and finalizing annual accounts.
- Responsible for the Cash flow management, Material accounting, Budget preparation and timely submission of monthly invoices for subsidy claims from government.
- Key user of Matrix ERP in Finance module.
- Responsible for the fund arrangement from consortium of banks.
- Responsible for statutory compliances
- Taxation and excise duty matters

Enterprises LLC, Muscat, Sultanate of Oman**Feb 2006 - Jun 2011**Senior Internal Auditor (Reporting to the Managing Director), Oct 2010 – Jun 2011*Payroll In charge, Jan 2010 - Sep 2010**Chief Accountant, Feb 2006 - Dec 2009***Responsibilities:**

- Entrusted with the responsibility of internal audit of units including Bahja, Marmul, Wave Project, projects at Sohar , etc.
- Monitoring and managing salaries preparation of 12000 employees including expatriate officers, labour, Omani officers and labours.
- Ensure maintaining increment and leave records of all employees and monitoring settlement of all employees proceeding on leave.
- Conducting Internal auditing of all 6 divisions of the company.
- Liaise with Statutory Auditors, finalizing Annual / Monthly accounts, interacting with Banks and managing Fund. Material management accounting.

Group of Companies, Pune, India**May 2004 - Dec 2005**Finance Manager (Reporting to Partners)**Responsibilities:**

- Involved in the finalization of Annual / Monthly accounts and making liaison with Statutory Auditors.
- Responsible for Fund Management, interaction with all banks and Material accounting.
- Exercising total administration and personnel control.

Foils Company LTD , Kolkata, India**Feb 1994 - Apr 2004**Finance Manager (Reporting to the Chief Finance Officer)**Responsibilities:**

- Responsible for systems like SAP ERP Package implementation for computerized accounting and MIS etc.
- Interacting with computer dept. for more analytical information and improvisation of inputs and outputs for the modification of systems.
- Liaise and coordinating with internal auditors and controlling output documents.
- Involved in the preparation of business plan, submission of stock statement, QIS and CMA data to banks.
- Responsible for costing and pricing of the products, and handling Central Excise and Sales Tax matters of the factory.

Accomplishments:

- Successfully achieved saving of Rs 66 Lakhs duty by preparing suitable reply for poly-packed foil case.

Leather Industrial Development Ltd, Patna, Bihar, India
Chief Accounts Officer (Reporting to the Managing Director)

May 1988 - Jan 1994

Responsibilities:

- Involved in preparing application for working capital, negotiating with bank officials, submission of QIS, Stock statement etc.
- Key person for finalizing Annual / Monthly accounts including liaison with Statutory Audit
- Entrusted with the task of liaison and coordination with Dept. of Industries, Finance and Chief Minister's Office.
- Responsible for formulating Annual Budget, Cost and Pricing.
- Monitoring factory based Material Accounting including reconciliation of Store Ledger with the General Ledger.
- Managing document based control of capital expenditure for the project as well as accounting of Project Capitalization and other areas such as control of Sundry Creditors, Fixed Assets, and Sundry Debtors etc.

Accomplishments:

- Successfully arranged funds from Bihar Govt. for development of scheduled caste leather workers of the state.
- Instrumental in opening of leather tannery in Latehar, Jharkhand- India.

Iron & Steel Co. Ltd, West Bokaro Colliery, Jharkhand, India
Senior Accounts Officer (Reporting to the Chief Accounts Officer)

Mar 1985 - Apr 1988

Responsibilities:

- Responsible for payment to creditors, preparing tax audit schedules and finalization of Accounts.
- Performing material accounting of the unit and reconciliation.

Accomplishments:

- Successfully reduced the level of advances to suppliers from Rs. 1500 Lakhs to 1050 Lakhs.
- Commended for reducing the payment period of suppliers from 3 months to 1 month.

Chartered Accountants, Kolkata, India

Jul 1984 - Mar 1985

Junior Qualified Assistant (Reporting to the Group Audit Manager)

Responsibilities:

- Performing statutory audit of major clients such as India Tobacco Company, Macneil & Magor Ltd, Philips India Ltd, Coal India Ltd etc.
- Planning and conducting internal audit of Mather & Platt, McKinsey etc

Credentials

- ✓ Chartered Accountant, The Institute of Chartered Accountants of India, 1984
- ✓ B.A. Hons. (Economics), Shri Ram College of Commerce, Delhi University, 1979

Professional Development

IT Skills: Proficient with the use of MS Office suite, SAP implementation, Accounting Packages such as Tally 4.5, Tally 5.4 & 9.1 etc, at India Foils Ltd & Al Turki Enterprises, Oracle ERP and Internet applications.

Personal Details

- **Nationality** : Indian
- **Date of Birth** : 1st Feb, 1960
- **Marital Status** : Married
- **Visa Status** : Employment Transferable Visa
- **Email Address** : ajay-380192@2freemail.com
- **Mobile** : +971505657275

Reference:

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