

**Balachandran**

Abu Dhabi, UAE

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**PROFILE SYNOPSIS**

Manager-Finance with more than 25 years of progressive work experience in large size organizations demonstrating expertise in accounting procedures, corporate finance, computerized accounting system-management, MIS, budgeting, financial forecasting, and costing aspects on middle level. with excellent analytical, problem solving, management, people supervision , commercial management skills. Possess track record of achievements; achieved on the base of total work commitment. Well versed in ERP accounting software and have working experience in Tally . Well versed in managing divisional accounts of a multi divisional company having 20 divisions.

**STRENGTHS**

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| * Highly experienced Senior Accountant | * Progressive work experience in Gulf |
| * Accounts finalization-financial statements preparation | * Excellent experience in fund management |
| * Strong managerial & team leadership skills | * Excellent analytical & problem solving |
| * Diversified industry work exposure | * Versed in accounting-financial software |

**EDUCATIONAL QUALIFICATIONS**

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| **Bachelor of Commerce**, Calicut University, Kerala, India |  |
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**ACHIEVEMENTS**

* Surpassed set target and exceeded management expectation, deadlines, thus recognized by the company management.
* improvement initiatives as well as implementation of control measures.
* Successful in independently handling accounts of the company up to finalization.

**CAREER PROGRESSION**

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| **Manager-Finance**  Retail and event management company  Working as Accounts in charge in an Event management company having 4 retail outlets in major shopping malls in Dubai |  |
| **Asst. Manager-Finance**  Al Reyami Group – Dubai  Worked as Accounts incharge in Electromechanical , Construction, Maintainance and Technology divisions of Al Reyami Group .. | **May 2002 – Oct.2012** |
| **Chief Accountant**  Global Elec-Tech Ltd. Pondicherry, India | **Apr 2000 – Mar 2002** |
| Generator Manufacturing Company with INR 250 Million turnover having branch offices all over India. | |
| **Accountant**  Premnath Auto (P) Ltd., New Delhi, India | **Feb 1992 –Mar.2000** |
| Authorised Distributors for Ashok Leyland Industrial Engines, marine engines , spares and service for northern part of India with turnover of INR 300 million and offices all over north India. | |
| **Accounts Assistant**  Auto Distributors , Bangalore, India | **Sep 1988 – Dec.1991** |
| **Distribution company under Popular Group for various automotive spares and equipments with turnover of INR 50 Million and branch offices all over south india.** |  |

**AREAS OF EXPERTISE**

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| **Accounts Management**   * Adept at reviewing accounting records and other financial data to assess accuracy, completeness and conformance with company policies and applicable reporting standards. * Provide leadership, direction and training to assistants / juniors on accounting systems. * Take care of accounts receivable follow up; prepare reconciliation statements & final accounts such as Profit & Loss Account and balance-sheet. * Support the external audit in carrying out and ensuring timely completion of audit. * Exposed in interacting with banks, vendors, auditors, and other third parties dealing with the company. * Very well experienced in handling accounts up to finalization in a computerized environment. * Adept with calculating staff payroll, leave salary and end of service benefits. |
| **Financial Management & Controls**   * Manage all financial accounting, controlling and reporting activities of business group including banking transactions and funds management. * Develop financial planning process & systems, including the projected business plan for the division as well as development of new and improvement of existing processes plus procedures. * Analyze financial results and provide the management with a clear understanding of financial performance and financial effects / implications of business plans & strategies including ways and means to maximize profitability by cost control measures and to increase Net Worth. * Prepare financial forecast for capital budgeting and cash flow requirement. |

**PROVEN JOB ROLE**

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| **Asst.Mgr-Finance –**   * Reported the finalization of accounts to Chief Financial Officer and Managing Director. * Spearheaded 4 Junior Accountants. * Compiled and prepared reports of the entries posted by the Junior Accountants; checked and approved same. * Monitored daily bank balances through Internet banking and prepared Daily Bank Balance statement. * Checked Daily Outstanding Statement updated by the Junior Accountants. Determined the payments which are to be made based on the availability of funds as per the Daily Bank Balance Statement, after discussing with the Chief Financial officer. * Analyzed and checked the Cheque Payment vouchers and Cheques after every transactions made. * Organized the Bank Reconciliation Statement in the Accounting package and prepared for presentation. * Created various MIS reports such as monthly Profit & Loss Account and Balance Sheet. * Liaised with the Chief Financial Officer and Managing Director on reports presented. * Facilitated staff salary by monitoring their leave records and daily attendance. Organized monthly salary transfer instructions maintaining its confidentiality and taking approvals from Chief Financial Officer and Managing Director. * Calculated the staffs leave salary, gratuity and end of service benefits. Kept confidentiality of staff salary break up records, increment and bonus records. |

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| **Chief Accountant**, Global Elec- Tech Ltd –Pondicherry, India   * Prepared reports to Manager and Financial Controller for transactions update. * Managed successfully the daily activities for handling accounts up to finalization. * Ensured accuracy of all the daily transactions posted in the system. * Created reports based on the needs of the management and consistently assisted them on any relevant information that aids for effective decision-making. |
| **Accountant** Premnath Auto (P) Ltd, New Delhi.   * Explained the status of accounts handled within period of time. * Prepared reports to present them to the Manager for approval. * Maintained all books of accounts up to finalization and handled sales tax and Income Tax * Helped auditors to complete the auditing as per various rules and regulations of Governement. |

**IT SKILLS**

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| * Well-versed with ERP accounting softwares . * Proficient with MS Office Suite (Word & Excel), e-mail applications, internet surfing and web research |

**PERSONAL DETAILS**

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| Nationality | : Indian |
| Date of Birth | : 28-08-1966 |
| Marital Status | : Married |
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| Driving License | : UAE + Own Car |
| Languages | : English, Hindi, Malayalam & Tamil |