# SIMON

**Chartered Accountant**

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# Objective

To participate in the growth of an organization by delivering the best of my experiences and to lead the finance function of an organization.

# Key skills

* Working knowledge in MS office, SAP FICO, Tally, Net Suite.
* Commitment to adhere to work schedules and dates.
* In-depth knowledge in maintenance of books of account, finalization, VAT/Tax compliance.
* Expertise in verification of procedures and internal control involved in various industries.

**Working Experience**

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| **Ajman, UAE** | | June 2018 – Present |
| **Designation** | | Finance Manager |
| A Holiday Group entity, deals in beverages with annual turnover of AED  300 Million ~ USD 60 Million. | | |
| **Responsibilities** | **Accounts**   * Finalization of books of account, Preparation of financial statements. * Monthly closure of books of account.   **Internal Control**   * Implement systems to ensure that stock control is maintained and invoicing information is derived at the appropriate time.   **Statutory Compliance**   * Compliance under VAT   **MIS & Others**   * Preparation of monthly / Quarterly MIS reports of the unit. * Preparation of budgets, variance analysis. * Managing a team of seven Accountants. | |

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| **EICL Limited,** Trivandrum, Kerala, India | | June 2014 – April 2018 (3 Years 11 months) |
| **Designation** | | Sr. Manager – Finance & Accounts |
| EICL, a Thapar Group Company, produces china clay (kaolin) which finds application in paint, paper  etc., with annual turnover of INR 300 Cr. ~ USD 50 Million. | | |
| **Contribution to the Organisation** | **Accounts**   * Finalization of books of account, Preparation of financial statements and handling audit as per Companies and Income Tax Acts. Preparation and finalization of cost audit statements. * Monthly closure of books of account.   **Banking & Finance**   * Managing the working capital of the unit and finalization of monthly working capital statements to arrive at the drawing power with the banks. Providing information in the prescribed formats by RBI to the banks. * Negotiation with banks and liasoning with banks to ensure that funds are made available at the low cost.   **Statutory Compliance**   * Compliance under various acts namely VAT, CST, Service Tax, Income tax act ensured and assessments were handled. Weighted deduction under Income Tax Act for the Research & Development labs of the company obtained from Department of Scientific and Industrial Research. * Remittance of PF and ESI ensured within due dates. * Involved in the impact assessment under Goods and Service Tax Act. Implemented compliance under Goods & Service Tax in the unit.   **MIS & Others**   * Preparation of monthly / Quarterly MIS reports of the unit. * Preparation of budgets, variance analysis; product costing * Monthly cost runs in SAP for evaluating the finished, semi-finished goods cost of production and to set the standard price for the subsequent periods. * Managing a team of eight Accountants. | |

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| **Flytxt Mobile Solutions Pvt. Ltd.,**  Technopark, Trivandrum, Kerala, India | | July 2011 – May 2014 (2 years 11 months) |
| Designation | | Assistant General Manager-Finance |
| **Flytxt** provides software technology services in mobile marketing services using big data analytics and has presence in Europe, Asia, Africa and Middle East Countries with annual turnover of INR 50 Cr.  ~USD 10 million | | |
| **Contribution to the Organisation** | **Accounts & Finance**   * Finalization of books of account of all the entities under the group and the consolidation of accounts, handling audit and its closure. * Monthly closure of books of account. * Managing the working capital of all the entities within the group and preparing the working capital forecast for the future month.   **Statutory Compliance**   * Compliance under various acts namely service tax, VAT, Income Tax, PF and ESI and assessments handled.   **MIS & Others**   * Preparation of monthly/quarterly/half-yearly/annual MIS reports. * Preparation of budgets, variance analysis, cash flow statements. * Involved in the setting up of a finance team in the organization with clear responsibilities and managed a team of six accountants. Received the best performing employee award for the quarter Jan-Mar 2012. * Strategic positioning of different companies to get tax advantage and was involved in setting up entities in remote locations. * Led the NetSuite cloud solution implementation. | |

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| **English Indian Clays Limited,**  Trivandrum, Kerala, India | | April 2006 – June 2011 (5 years 3 months) |
| **Designation** | | Assistant Manager-Finance & Accounts |
| English Indian Clays Limited, a Thapar Group Company, produces china clay (kaolin) which finds application in paint, paper etc., with annual turnover of INR 300 Cr. ~ USD 50 Million. | | |
| **Contribution to the Organisation** | **Accounts**   * Preparation of financial statements on quarterly/annual basis. Handling audit both statutory and internal. * Capital expenditure in projects, feasibility analysis, closure and capitalization ensured.   **Statutory Compliance**   * Compliance under various acts namely VAT, CST, Service Tax, Income tax act ensured and assessments were handled.   **MIS & Others**   * Preparation of monthly MIS statements * Product wise profitability statements. * Supervise and monitor team of 7 members. * One of the team members of SAP implementation team in FY 2006-07 * Cost runs in SAP for finished, semi finished and by product stocks | |

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| **The Muthoot Plaza,**  Trivandrum, Kerala, India | | November 2004 – April 2006 (1 year 4 months) |
| **Designation** | | Manager-Accounts |
| The Muthoot Plaza was a 5 star business hotel in Trivandrum with 57 rooms and annual turnover of  INR 20 Cr. ~ USD 3 Million | | |
| **Contribution to the Organisation** | **Accounts**   * Accounting and closure of books of account monthly/yearly. * Finalization of accounts. Handling audit both statutory and internal.   **Statutory Compliance**   * Compliance with Income Tax Act, Luxury Tax and handled assessments. * Implemented VAT into the organization from April 2005.   **MIS & Others**   * Preparation of MIS statements (Monthly/Quarterly/Half-yearly/ Annual) * Preparation of budgets, variance analysis. * Managing the working capital of the unit * Managing a team of three accountants. | |

# Educational Qualifications

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| **Course** | **Institute** | **Year** |
| CA (Chartered Accountancy) | Institute of Chartered Accountants of India | May 2004 |
| M.Com | Mahatma Gandhi University | May 2003 |
| B.Com | St:Berchmans College, Mahatma Gandhi University | April 1997 |

**Computer & other proficiency**

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| **Platforms** | : | Windows – 2003/07 |
| **Applications** | : | MS Office, SAP FICO, NetSuite and IDS(Hotel ERP) |

**Personal Details**

Date of Birth : 21 July 1975

Nationality : Indian

Marital Status : Married

Languages Known : English, Malayalam, Hindi, Tamil

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