

 Satheesh

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Aims to pursue senior managerial assignments in Finance within a reputed organization

# PROFILE

* Chartered Accountant with 15+ years of experience in managing finance functions covering strategic planning, financial management, budgetary controls and correspondent experience.
* Skilled in working capital management, negotiation with financial Institutions.
* Resourceful in leading & motivating all levels of staff to ensure the optimum & efficient use of resources.
* Proficient in managing the internal control and compliance environment, developing, installing and implementing finance and accounting procedures.
* Experienced in managing IT systems with hands on experience in the design and implementation of ERP packages in various manufacturing functions and having good working knowledge of Computers. ( M.S Office and Customized Accounting Packages)
* Strong analytical and problem solving skills combined with a track record of exceeding goals and objectives.

*Core competencies include:*

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| * Financial Analysis & MIS
* Budgeting & Forecasting
* Consolidation of Accounts
* Banking & Trade Finance
 | * Treasury Management
* Costing Systems
* Accounts & Audit
* Team Supervision
 | * Efficiency Improvements
* Internal Control systems
* Inventory Management
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#####  WORK EXPERIENCE

**JEBEL ALI, Dubai, Senior Manager - Finance (August 2008 - till date)**

 **ACCOUNTS & FINANCE**

* Handling accounts department having 8 staffs. Responsible for supervision of accounting & Finalization of Accounts
* Overseeing of Budgets, analysis and implementation of cost control measures.
* Analysis of MIS Reports covering both financial and non financial management reports
* Coordination with external and Internal Auditors.
* Up-to-date maintenance of all accounts, stock records, fixed assets.
* Authorization of disbursements to suppliers and statutory payments.
* Liaison with banks for all operational needs.
* Preparation of Board Meeting papers & presentation.
* Preparation and submission of documents to financial institutions for new/renewal of line of credits.
* Inventory management. Inventory ageing analysis (Product/Location wise), ensuring maintenance of inventory at optimum level, monitoring stock.
* Debtor’s management. Debtors ageing analysis (Branch wise), follow up of collection and monitoring of debtors within the credit limits.
* Monitoring overall process of LC opening, Imports, Exports, and Remittances.
* Preparation of MIS reports and analysis like ratios, ageing of ARs/ AP’S/Inventory etc. Monthly discussions in management committee meeting

## SUPPORT ADMINISTRATIVE FUNCTIONS

* Implementation and follow up of Control procedures, policies and regulations
* Verification of new customer account documentation in compliance with Company Policies
* Periodical review of the customer accounts
* Coordinated with the IT team on the implementation of IT programs across all the activities of the operations.

 **Doha, Qatar,** Manager ( Finance & Accounts )- Aug’2007 to Aug’ 2008 .

* Project analysis
* Cash flow management
* Negotiating with financial institutions in connection with Credit facilities.
* Coordination with External Auditors.
* Debtors, Creditors and expense analysis
* Salary Verification

### Budget formulation and preparation of variance statements.

* Management and maintenance of up-to-date records of Stock, Vehicles, Fixed assets & Tools etc.
* Maintenance of up-to-date project status reports.

**WORK EXPERIENCE IN INDIA**

**Cochin, India**, Deputy General Manager (Finance & Accounts) Apl’02 to Aug;07.

* Handling accounts department having over 8 staffs. Responsible for supervision of accounting and finalization of accounts
* Treasury management.
* Overseeing Budgets and reporting variances.
* Preparation and submission of documents to financial institutions for new/renewal of line of credits
* Authorization of disbursements to suppliers and statutory payments.
* Coordination with external and Internal Auditors.
* Preparation of Quarterly and Annual reports
* Preparation and filing of Income tax returns
* Inventory management. Inventory ageing analysis, Ensuring maintenance of inventory at optimum level, monitoring stock.
* Debtor’s management. Debtors ageing analysis (branch-wise), follow up of collection and monitoring of debtors within the credit limits.
* Calculation of Income tax on salaries of employees and preparation of monthly tds list.
* Filing of TDS annual returns.
* Assisting in Sale Tax hearings.

**Chennai, India**, Senior Executive (Accounts) - Oct’2000 to Apl’2002.

* Computation of Income tax on salaries of employees based on their declaration, preparation of the monthly deduction list of income tax, preparation of Form 16, filing of annual returns.
* In charge of Kerala Region consisting of 5 branches. Looking after accounting and reimbursement of expenses after scrutinizing all the vouchers.
* Assisting in finalisation of accounts by preparing schedules, reconciliation of important accounts etc.

**Cochin, India**, Sr. Audit Assistant –Mar’1999 to Oct’2000.

* Statutory and Internal Audits of Retail, Trading and Manufacturing Companies, Banks and financial Institutions

**Ernakulam, India,** Senior Executive – Accounts .May 1996 to Feb 1999

* Treasury management.
* Overseeing Budgets and reporting variances.
* Preparation and submission of documents to financial institutions for new/renewal of line of credits.
* Authorization of disbursements to suppliers and statutory payments.
* Coordination with external and Internal Auditors.
* Inventory management. Inventory ageing analysis, ensuring maintenance of inventory at optimum level, monitoring stock.
* Debtor’s management. Debtors ageing analysis (branch-wise),follow up of collection and monitoring of debtors within the credit limits.
* Assisting in sales tax hearings.

**P.K Jose FCA, Chartered Accountants, Ernakulam, India – 3 years Articleship Training**

 **EDUCATIONAL QUALIFICATIONS**

* 2000 Chartered Accountant (A.C.A.) from Institute of Chartered Accountants of India, New Delhi, India.
* 1992 Bachelor of Commerce (B.Com) from Mahatma Gandhi University, Kerala, India.

### Personal Details

* Date of Birth - 26th May 1972
* Age - 47 Years
* Nationality - Indian
* Sex - Male
* Marital Status - Married