**PRATAP**

**Position Applied for - Financial Manager**



***Achievement-Driven Financial Controller & Planner:*** *Enterprising leader with a solid record of contributions leading to lowered**risk, heightened productivity & enhanced internal controls. A forward thinking person who is strong leader and team oriented. At ease with budgetary challenges, deadlines, and high pressure situations*

**PROFILE SNAPSHOT**



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|  | **Nearly 22 years of rich and diversified experience in:** |  |
| Financial Planning & Control | Management Accounting & Reporting | Budgeting & Forecasting |
| Finalization of Accounts | System Implementation / Shared Services | VAT Refund Management |
| Financial Statement Analysis | Cost Control / Expense Management | Project Financial Management |

* A strategic planner with expertise in **designing and implementing financial systems** to facilitate enhanced financial control and make the business processes more robust
* Adept **in revamping existing systems & procedures**, preparing business continuity plans and facilitating effective decision-making
* Adroit in adding value by **suggesting possible cost savings** and **developing a strong control** based environment by recommending systems, policies & standard operating procedures
* Skilled in conducting **qualitative analysis of MIS** and computation of Foreign Exchange Requirements
* Experienced in **spearheading a wide spectrum of Finance & Accounts** activities encompassing finalization of accounts, cash flow management, taxation and auditing
* Possess excellent interpersonal, analytical, problem solving, presentation and leadership skills with proven ability in planning & managing resources

**AREAS OF EXPERTISE**



* Creating management tools to measure financial & operational performance viz. financial ratios, trend analysis, variance analysis, key performance indicators and developing financial models
* Formulating business plans & annual budgets based on inputs received from various stakeholders; supervising and ensuring adherence to budgetary parameters
* Analyzing the information memorandum and full financial details from data room of the potential acquisition opportunity and projecting P&L, balance sheet, fund flow and growth opportunities
* Supporting financial reporting team to research, analyse & help explain any variance to projections
* Exploring profitable opportunities and preparing the business/ finance models to achieve organizational & growth objectives
* Preparing the company’s financial forecast model including income statement, balance sheet and fund flow at consolidated and legal entity levels
* Generating Financial Analysis reports based on various financial performance reports of existing business
* Advanced knowledge of Excel (VBA level)

**ORGANIZATIONAL EXPERIENCE**



**June'19 – Till date : as Financial Analyst Local and Regional– Hospitality and**

**Digital Commerce**

*Reporting to Finance Manager & Head of Finance Accounting and Reporting*

*(Proficiency in SAP, SAP-BPC, AS400, JDEdwards, Cognos, Hyperien, Excel Dashborads and Interactive Charts & Reports)*

* Coordinate and support in the preparation for analyze monthly P&L and provide comments for favorable and adverse in relation with budget and forecast to Finance Business Partners for sending the reports on or before due date.
* Deliver accurate and relevant analysis of historic and forward-looking performance to provide efficient and effective financial planning management support for Monthly Operating Cash flows for Hospitality division and consolidation Cashflow for Retail MonoStore Cluster Division
* Assist with timely analysis of non-financial and financial key performance indicators and provide inputs / insights to the Line Manager.
* Provide timely assistance and support for a variety of day-to-day and strategic initiatives, including financial systems improvements, process enhancements etc.
* Update periodic forecast for Hospitality division and deliver on the given target dates.
* Lease with external Auditors for Hospitality division for Annual , Interim and AUP audits.
* Arrange for AUP External Audits for 50+ stores on month on month on month basis.
* Approve for daily customer refund claims for Digital Commerce customers after checking the nature of incidence; and escalation to the respective team for any deviation in process and any exception are logged accordingly with WebOps and Digital Trading Team.
* Analyze the Digital Commerce Operational and Marketing Cost with Actual versus budget and Actual versus forecast.
* Provide month end Closure entries to Finance Shared Service (FSS) Team for Digital Commerce for Operational, Marketing, CRM and Social Media.
* Provide month end Closure entries to Finance Shared Service Department for Hospitality Division.
* Analyze receivable management for various Third Party Service Providers for Hospitality and Digital Commerce
* Analyze monthly Balance Schedules and follow up with respective teams to take action against any open or exceptional entries.
* Organize meeting with internal and external stakeholders for service providers any deviation in process or any process change.

**June'17 – Till June’19 : Al Tayer Insignia LLC, Dubai *(www.altyer.com)* as Financial Analyst – Retail VAT (UAE- KSA) .** (Al TayerGroup is a privately held holding company established in 1979. Currently the group has operations in 12 countries in the Middle East, including around 200 stores in multiple markets in the Middle East.)

*Reporting to VAT Manager*

* Assisting VAT Manager in UAE & KSA VAT Return
* Delivering VAT reporting, ensuring VAT compliance and identifying risk.
* Minimizing VAT liabilities and compliance issues.
* Identifying potential tax planning opportunities.
* Ensure all month end processes are actioned on a timely basis.
* Liaise with and manage the working relationship with FTA & GAZT routine ad hoc enquiries.
* Maximize efficiencies in working and reporting systems to reduce the VAT/Duty liabilities where possible within the legislative framework.
* Extract Sales data from various integrated system with multi business layer (brick and motors and digital commerce) on day to day basis for all subsidiaries across UAE and KSA region.
* Scrutinize the various Rate applied on each Salable VAT transactions form the different integrated Financial systems (brick and motors and digital commerce) across UAE and KSA region.
* Scrutinize each transaction for VAT applicable VAT Regulations for UAE and KSA subsidiaries and co-ordinating with respective departments
* Summarize the VAT transactions for the whole group.
* Identifying Risk and ensuring VAT is applied and paid across all Business segment for both UAE and KSA.
* Ensuring monthly Journal Entries for VAT Ouput and Input accounts.
* Ensuring VAT reconciliation with Financials at end of each month
* In sending VAT data to Auditor for Review Report

**July'14 – May’17: Al Tayer Insignia LLC, Dubai (Zegna Gulf Trading LLC subsidiary of Ermenegildo Zegna, Switzerland) -Financial Analyst – Joint Venture (Luxury Fashion)**

*Reporting to GM Retail Finance & Head of Finance & Operations (Stakeholder)*

*(Proficiency in SAP, JDEdwards, SAP-BPC, AS400, Cognos, Hyperien,)*

**Key Result Areas**

**A. Operations and Finance Set-up:**

* Setting up of Financial Accounting System in SAP as per Stakeholder's group policy lasing with Head of Corporate Finance & IT Department in Switzerland.
* Coordinated with
1. Bank for opening of initial Bank Accounts, Initial Guarantee for Dubai Customs & UAE Labor for the Joint Venture o Group and Stakeholder Legal department for (POA, AOA,MOA, FA)

o Group PRO for Initial Trade Name and UAE Trade Licenses, ADGM Registration etc.

o Project Team for Opening of Utility Service Accounts DEWA, ADDC, ETISALAT etc for new store set-up o Setup of Financial in SAP in co-ordination with Stakeholder head-office in Switzerland.

* Interactive Dashboard for Daily and Monthly Revenue Reporting Tool for Stakeholders.
* Setup of Financial in SAP in co-ordination with Stakeholder head-office in Switzerland.
* Finalization of all accounting, payroll, vendor payment Stores Receipts in SAP accounting system.
* Reporting periodic Turnover (Grappalo), Cash Flow (Liquidity Planner) Sales Forecasting and Month-end Reports for Stakeholders on strict deadlines.
* Provide inputs for Head of Finance & Operations for quarterly monthly forecast and yearly Budgets.
* Training Stakeholder accounting staff on day to day basis for handling accounts task independently
* Preparing KPI dashboards and undertaking month end closing in coordination with the finance sections.
* Independently handled entire external audit work for 2 two financial year.

**Jun'13 – Jun’14: Hilton World Wide, Ras Al Khaimah, UAE *(www.hilton.com)* as Cluster Financial Planning & Analyst - Shared Service Center UAE North (A world renowned brand in Hospitality)** *Reporting to Country Finance Manager and Finance Director*

**Key Result Areas**

* Efficiently managing a team of 2 members and facilitating creative development w.r.t. reporting
* Preparing KPI dashboards and undertaking month end closing in coordination with the finance sections
* Carrying out:

o P&L performance analysis for management and coordinating monthly business reviews with all departments o Approval forecast analysis for Director of Finance & Finance Manager

o Quarterly internal control self-assessment for finance directive and following up on corrective actions

* Generating:

o Ad hoc report, as and when requested by Director of Finance or General Manager

o Executive report benchmarking against industry norms and proposing corrective actions

* Rendering support in the preparation of budget in liaison with finance and all other departments
* Conducting operational analysis entailing productivity report by department, flow through analysis, trend analysis and any statistical report

**Aug'00 - May'13: L'Oréal Middle East FZE, Dubai *(www.loreal.com)***

*A subsidiary of L’Oreal Paris, world's largest cosmetics and beauty company in the field of cosmetics, hair color, skin care, make-up, perfumes dermatological and pharmaceutical fields. (The Middle East turnover for 2012 was US$270 Million and the Group to 22.46 Billion Euros)*

*Reported to Corporate Financial Controller and Finance Director*

**Key Result Areas across Growth Path Jan’12 – May’13**

**Management Accountant in Corporate Finance Division**

* Responsible for Management Reporting entailing:

o Weekly Turnover Reporting which involved analysis of turnover by country

o Compilation and analysis of monthly sales phased for all the division; evaluated the reason for variance on trend & budget o Verification of report from Managing Director & Finance Director for sharing the same with Zone in Paris

* Looked after phased turnover which comprised:

o Analysis and update of phased turnover every week for all the four Division & Entity based on the Weekly Turnover Report o Shared the report with Assistant Corporate Controller for updating in MANCOM presentation

* Supervised monthly reporting by preparing and implementing calendar for the month end reporting to Accounting, Supply Chain, Divisional Controller for cut outs for entry and final P&L and Management Indicators publication before time
* Developed headcount summary for all the divisions & reconciled the same with Human Resource Director Summary Report
* Closely monitored monthly report publishing & verification by ensuring that all the monthly indicators were in line; recommended suggestion to Divisional Controller in case of any deviation
* Formulated management book on paper and IPad version right from the magnitude and OGWIN print the various period reports
* Raised Global Purchase Order Management in SAP B1 by creating new user in SAP B1; developed new user profile templates in SAP after confirmation received from HR
* Imparted one-on-one training on how to use the Purchase Order in SAP B1; steered efforts towards reducing cycle time of Month End Reports in SAP B1

**May'08 - Dec'11** **Management Accountant in Consumer Products Division**

* Collated annual budget after quarterly trend preparation activity of the Division
* Involved in preparation of budgeted financial, OJ1, S21 reports analysis and carrying out various financial analysis per affair, signature & brand of the budget (conducted ratio analysis, comparative analysis with the prior period, monitoring actual performance against the approved budgets and formal reporting to the management)
* Ensured compilation & analysis of order confirmation for regular, promotional and launches in the weekly sales forecast database
* Oversaw analysis of forecast:

o CIF price per mechanizer and update in SAP Pricing Module o Pricing and retail margin for new launch items

* Engaged in verifying each Purchase Order as per PO policy & procedure and checked the project code, business center and business unit of all the purchase order generated
* Maintained strict control and monitored expenses as per Media Flow Plan & Budget and reported variance
* Forecasted weekly-monthly-quarterly net sales, profit & loss account, phased monthly sales, phased trend sales and trend profit & loss account

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**Aug'00 - May'08**

**Accountant**

* Accountable for verification of accounting transactions, review of monthly trial balance for accuracy & reasonableness and assist in the preparation of monthly consolidated management accounts
* Extended support in the finalization of annual accounts & preparation of financial statements; interacted with the Statutory Auditors and Internal Auditors for the audit of the annual accounts
* Ensured maintenance of Fixed Asset Register including the periodic physical verification of fixed assets as well as review of the assets for possible impairment
* Administered the banking function which included bank reconciliations, deposit of funds collected, etc.
* Engaged in the preparation of cash flow statements while ensuring efficient utilization of funds & payments
* Carried out calculation of addition and deductions in the payroll for inputting in the payroll software package
* Streamlined marketing spend and budget control system, which helped the company in meeting the forecasted target

This dynamic report helped the Brand/Marketing Manager to track the spend and committed to have a better control on the budget/trend. The duplicate cost was traced and 1.5% of the spend could be saved.

**Significant Accomplishments**

* Streamlined the Audit & Accounting System and Finance System process, which resulted in satisfactory audit completion and systematic maintenance of books
* Introduced and implemented cost saving tools in various Project Finance Department
* Successfully identified faulty media booking resulting in substantial savings
* Instrumental in implementing an Analysis Tool for Stock Variance Report in which variance per SKU for Price, Exchange & LCF got tracked which identified exact position of variance in inventory, which helped in efficient control of price and fixing of LCF
* In in year 2000 started with L’Oreal, inter-company accounts was in a complete mess, I formulated the process and before the Internal audit, this was sorted out.
* In LOreal most of the Debit Notes/ Extra Claims received from the Customer were not properly Logged., created an online Tracking Sheet wherein each person responsible would be able to view its progress and soon the pending status of 3months reduced to one month, this gave Credit Control Department to identify the and helped reduce the overdue payments and less DSO (daily sales outstanding)
* In L’Oreal, for CPD, helped to give the exact combination of the Product Master with clear segregation when different component were created during the promotional activity, thus impacting the process automation and less time spend on reconciling the accounts.

**PREVIOUS EXPERIENCE**



Jan'00 - Jul'00: Aggreko UK Ltd., Jebel Ali Free Zone, Dubai *(www.aggreko.com)* as Project Accountant in the Corporate Finance Dept.

Mar'99 - Jan'00: General Aswan Contracting, Sharjah as Accountant

Jul'98 - Feb'99: Belhasa Six Construct, Dubai, UAE *(www.besix.com)* as Accountant

Nov'95 - Jun'98: Belleli Saudi Heavy Industries Ltd., Jubail, Saudi Arabia as Accountant in Project Finance Department

Mar'95 - Sep'95: LKM India Ltd., Bhandarkar Institute Road, Pune, India as Accounts Supervisor

Jun'92 - Feb'95: Maharashtra Packaging Industries; MIDC, Bhosari, Pune, India as Senior Accountant

**MEMBERSHIP**

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| 2017-18 | Perusing for AICPA-US-CPA |
| 2008 | Qualified Member of the Institute of Chartered Management Accountants of Australia |

**ACADEMIC DETAILS**

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| 2009 | Master of Commerce from University of Pune, India |
| 1992 | Bachelor of Commerce from University of Pune, India |

**TECHNICAL SKILLS**



* Well versed with Accounting Package SUN,,SAP, Exact, Great Plains, HAI, Tally and Ex and worked with Reporting Package of OGWIN, Magnitude, Business Object, Essbase, HLFBS,
* Conversant with MS Office (Excel, Word, PowerPoint & Outlook) Advance Excel with Chart, Interactive Dashboard generated with VB.

**VOLUNTARY ASSIGNMENT**



* Associated with HelpAge India; volunteered Child Care Institution for underprivileged kids
* Organizer and Captain of Cricket Team.

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| **PERSONAL DETAILS** |  |
| Date of Birth: | 2nd February, 1972 |
| Nationality: | Indian |
| Visa Status: | Dubai Residence Visa |
| Language Known: | English, Hindi, Marathi, Kannada and French (Basic), Italy (Basic) |
| Marital Status: | Married |
| No. of Dependents: | 2 |
| Driving License: | Valid Driving License for UAE |
| Location Preference: | UAE |

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Email: pratap-397149@gulfjobseeker.com

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>