ARJUN



**BRIEF PROFILE**

A highly motivated and results driven finance and management professional with more than 7 years of experience in finance domain and 3 years in senior management. Highly skilled in financial and accounting with working knowledge on SAP environment. Have strong entrepreneur and management skill and successfully ran a business for 3 years. Presently looking for a suitable opportunity with a reputed company, enabling myself to excel, deliver & achieve in line with organization goals.

**BRIEF PROFILE**



**SKILLS**

|  |  |  |
| --- | --- | --- |
| **Accounts and Finance** | **Managerial & Controlling** | **Personal** |
| Accounts Payables | Supervisory Skills | Attention to detail |
| Accounts Receivables | Decision Making | Communication details |
| Budget preparation | Managing Business | IT Knowledge |
| Financial Forecasting | Effective Delegation | Presentation skills |
| Finance Controlling | Conflict Resolution | Problem Solving |
| Interpreting Financial Data | Forecasting | Analytical Mind |
| Cash Flow control |  | High levels of Integrity |
| SAP FI/CO working knowledge. |  |  |
|  |  |  |
|  | **PROFESSIONAL EXPERIENCE** |  |
|  |  |  |

**KERALA, INDIA**

**Designation: Finance Controller & Managing Partner (From Feb 2017-Jan 2020)**

* Co-Founder and finance controller of a business unit that deals in import, export and sale of health and nutritional supplements.
* Manage all accounting operations including Billing, A/R, A/P, GL and Counsel, Cost Accounting, Inventory Accounting and Revenue Recognition
* Coordinate and direct the preparation of the budget and financial forecasts and report variances
* Prepare and publish timely monthly financial statements
* Coordinate the preparation of regulatory reporting
* Research technical accounting issues for compliance
* Support month-end and year-end close process
* Ensure quality control over financial transactions and financial reporting
* Manage and comply with local, state, and federal government reporting requirements and tax filings

**QATARI INVESTORS GROUP-DOHA, QATAR**

**Designation: Accountant SAP (From Sep 2015-Sep 2016)**

* Period end financial closing (monthly /quarterly / annually) and assisting in preparation of Financial Statements for individual companies and consolidated financial statements for the Group.
* Reconciliation of all banks accounts and working closely with the treasury department.
* Preparation of Cash Flow reports for CFO.
* Monitor all payables and making forecast for expected payments for the short and long period.
* Follow up with concerned internal parties on receivables for optimum cash balancing.
* MIS reporting: Consolidated Financial Statements, Cash budget, AP and AR aging analysis and follow up, Sales collections reports, Sales allowances and Incentives reports and regular and ad hoc reports.
* Liaising with the external and internal auditors.

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**Halliburton Worldwide Ltd-DOHA, QATAR**

**Designation: Accountant-SAP (From June 2012-August 2015)**

**General Ledger and Reporting:**

* Cost accruals and deferrals.
* Cost analysis and review of different business units.
* Passing rectifying and re-class entries in SAP during the month end process.
* Creation of Appropriation Requests for capital purchases and leases.
* Lease or Buy decision using FAS13 test.

**Accounts Receivables:**

* Revenue Booking in SAP in line with the company policy and regulations.
* Sending Invoices in a timely manner to customers.
* Review outstanding statement and timely follow up for all outstanding invoices.
* Conducting weekly Accounts Receivable’s call with the Operations managers to monitor the collection updates and issues.
* Responsible for cancellation and extension of bank guarantees.
* Invoice dispute resolution with the customers when required.
* Revenue accrual and deferral as per company guidelines

**Accounts Payables:**

* Processing vendor invoices in SAP after proper verification of relevant documents.
* Petty cash approval and processing.
* Vendor balance reconciliations.
* Vendor master creation and vendor master update.
* Verification and approval of employee travel expenses

**Huawei Tech. Investment Co-DOHA, QATAR**

**Designation: Project Finance Controller-(From Jan 2011-May 2012)**

* Involve in pre-sales decision making by providing finance solutions and support contract decision making.
* Prepare sales budget after contract signing and integrate the budget with business planning.
* Project accounting and analysis
* Reporting the monthly financial performance of the project through presentations.
* Management of Revenue, Cost, Inventory, Accounts Receivable and Accounts Payables.
* Rolling Forecast based on actual results and business planning.
* Initiating the monthly financial review meeting with the project team.
* Project operational risk management and warning.
* Cash planning and management.
* Support procurement through professional financial analysis of potential suppliers or subcontractors.
* Internal process compliance and audit assurance.
* Initiate project final accounting and involve in overall project performance and issue resolution.

**Replicon Software (India) Pvt. Ltd – Bangalore, India**

**Designation: Accounts Assistant – (From July 2008 to January 2010**

* Process invoice in Quick Book as per the customer’s order.
* Keeping timely record of the invoices in the books of accounts.
* Making sure that the invoice reach the customers within the specified time frame
* Recording the payments from the customers in the books of accounts
* Processing credit card payments from customers.
* Processing refunds to the customers as and when required.
* Generating Daily Sales Reports and updating the management as well as the team.
* Handling high priority calls and emails from the customers as well as internal departments.
* Distributing the work in an orderly manner among the team members.

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**EDUCATIONAL QUALIFICATIONS**



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE** | **INSTITUTION** | **UNIVERSITY** | **YEAR OF** | **AGGREGATE** |
|  |  |  | **PASSING** |  |
|  |  |  |  |  |
| PGDBM-Finance | Wigan & Leigh UK Ltd | Wigan & Leigh UK | 2008 | MERIT |
|  |  |  |  |  |
| Bachelor in Commerce | St.Aloysius College | Calicut University | 2006 | 73% |
|  |  |  |  |  |

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| --- | --- | --- | --- | --- |
|  |  | **PERSONAL DETAILS** | |  |
|  |  |  |  |  |
|  | **Date of Birth** | **6th March 1986** |  |  |
|  |  |  |  |  |
|  | **Marital Status** | **Married** |  |  |
|  |  |  |  |  |
|  | **Nationality** | **Indian** |  |  |
|  |  |  |  |  |
|  | **Language Known** | **English, Hindi and Malayalam.** |  |  |
|  |  |  |  |  |
|  | **Visa type - Holding** | **Visit Visa** |  |  |
|  |  |  |  |
|  |  |  |  |  |
|  | **Email** | [**Arjun-397157@gulfjobseeker.com**](mailto:Arjun-397157@gulfjobseeker.com) |  |  |
|  |  |  |  |



I am available for an interview online through this Zoom Link  [https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09](%09%09%09https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09)



**DECLARATION**

All information given in this resume is true to the best of my knowledge and belief.

**Arjun**

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