VIVEK G

Chartered Accountant, Master of Commerce

Dubai, United Arab Emirates

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**Career Objective**

To work professionally and contribute my knowledge and experience to achieve the organizational objectives and personal growth.

**Profile Summary**

* Performance driven professional with over 9 years of expertise in Finance & Accounts, MIS Reporting, Auditing & Taxation, Liaising & Co-ordination with Auditors and Team Management
* Demonstrated excellence in Accounts Finalization & Consolidation, Cash Flow Management, Feasibility Analysis and ensuring adherence to accounting standards
* Proficient in handling accounting operations in compliance to the rules/regulation laid by governing bodies
* Experience in conceptualizing and implementing financial procedures with working capital management, treasury management, profit monitoring and building internal financial controls
* Stellar in formulating budgets & business planning and implementing systems/ procedures, conducting analysis, preparing key reports to exercise financial control and enhance overall efficiency of the organization
* An effective communicator with strong interpersonal, planning, problem solving & people management skills

**Core Competencies**

Finance & Accounts

* Maintaining books of accounts in compliance with time & accuracy norms
* Presenting a true and fair view of the financial position of the company by preparing financial statements as per IFRS/Indian AS viz., P&L Account, Balance Sheet and Annual Reports

Auditing

* Performing analytical review of financial statements and evaluation of internal control systems for carrying out internal audits
* Coordinating with statutory and tax auditors for preparing schedules / reports and ensuring best practice of audit management and governance standard for around audit & reporting

Statutory Compliances/ Taxation

* Ensuring timely filing of returns & various certifications, under Direct and Indirect Taxes / Returns based on mandatory enactments
* Interfacing with authorities like Corporate and Labour Laws for compliance of statutory reforms

MIS Reporting and Others

* Designing and supervising the preparation of MIS reports to provide feedback to top management on business performance
* Ensuring that all key business drivers are correctly captured and all income/expenses at the end of the month are accounted for properly viz. admin bills, project bills, revenue, staff related payments, other expenses and provisions

**Organizational Experience**

**Regal Group, Dubai, UAE Mar’13-till date**

Designation: Finance Manager (Reporting to CFO)

Highlights:

* Monthly Accounts supervision for Group companies and review of MIS and Accounting for Holding Company.
* Preparation and Analyzing the Quarterly Financial Reports at group level and presentation to management
* Optimum management of Treasury Funds and Dividends for the Group
* liaising with banks for negotiating for better rates and effective usage of facilities within the bank covenants
* Reviewing Annual OPEX and CAPEX Budgets, and supporting to CFO in Presenting to Management
* Creating an Accounts setup for new company/ new venture within the group.
* Annual consolidation of Accounts for Holding company and getting the same audited.
* Internal Audit of group companies with various areas on quarterly basis.
* Assisted in Business Valuation Review and Due diligence for acquiring/ selling of business

**Landmark Group, Dubai, UAE** **Dec’10 – Feb’13**

Designation: Finance Manager (Reporting to Sr. Finance Manager)

Highlights:

* Served as a team member for consolidation of subsidiary accounts for the group and get the same audited
* Acted as a member for preparing monthly MIS Reports at group level, i.e. preparing department wise Profit and Loss Account, Analysis of Overheads and store wise Profit & Loss Accounts.
* Dexterously involved in preparing Monthly Inventory & Receivables Report
* Actively involved in preparing and Analyzing Annual Opex, Capex Budgets & Business plans, Cost control and cost reduction for all departments across group and liaising with other departments and quarterly review of the same.
* Quarterly monitoring of Key Performance Indicators (KPI) for all the Concepts/territories, KPI includes Sales, GP, NP, BEP, Overheads, Rent etc. per Sq. per day/month
* Responsible for evaluating financial feasibility of proposed stores (projects) using Capital Budgeting Techniques
* Spearheaded a team & ensured recon of ‘Centrepoint’ Gift Vouchers Sales & Collections from Banks & Other Institutions
* Assisted in negotiation & finalization of tenders/contracts for new stores/renovation of existing stores
* Contributed as a team member for launching of New Gift Vouchers, resulted in automation & implemented better control
* worked as a close team member for developing Gift Vouchers Promotions Scheme with Banks such as SCB, NBAD, etc.

**Videocon Industries Limited, Pune, India Sep’07 – Dec’10**

Designation: Finance Manager (Reporting to AGM Finance)

Highlights:

* Preparation of consolidation of Subsidiaries Accounts with multi-currency and their presentation as per Indian GAAP & getting the same audited
* Finalization of accounts of group companies by applying Accounting Standards, Companies Act and other Relevant Statutes
* Meticulously involved in merger activities of the group's companies & preparing Valuation Reports, Amalgamated Balance Sheet and Profit & Loss Account of the company
* Dexterous in assisting Transfer Pricing –Income Tax Documentation for assessment & other assessments
* Spearheaded the Internal Audit of Branches and Various Group Companies (Factory Operations) with a team

**Previous Experience**

**Kirtane & Pandit (Chartered Accountants) Pune, India** **Nov’06 – Aug’07**

Designation: Audit & Accounts Assistant

Assignments Handled:

Thermax Instrumentation Ltd., (Accounts & Finance Dept.)

Tata Group i.e. Tata Motors Ltd., (Internal Audit Dept.) & Tata Technologies Ltd.

**Articleship Experience**

**G.D. Apte & Co. (Chartered Accountants) Pune, India**  **Aug’01–Jul’04**

Designation: Article Trainee

Highlights:

* Involved in the audit of various Corporate and Trusts, Educational Institutes, Hospitals, local Newspaper and Hotels
* Essayed a stellar role in:
  + Concurrent and Revenue Audit of various branches of Nationalized & other banks
  + Preparation of Quarterly & Annual TDS Returns and other taxation of firms and individuals
  + Internal Audit & Statutory Audits of listed and other companies including Govt. Companies

**Educational Qualification**

**2016** Preparing for **CMA** exam by Institute of Management Accountants USA,

**2007** **Chartered Accountant** from Institute of Chartered Accountants of India, secured 67% in

Accounting **and** 59% in Indirect Taxes

**2005** **Master of Commerce**, from Pune University, Pune and secured 84% in Accounting

**2001** **Bachelor of Commerce**, from Brihan Maharashtra College of Commerce, Pune, Pune University

and secured 91% in Advanced Accounting

**1998** **Diploma in Financial Management** from Indian Council for Labour Management, Chennai

Others:

**2007** Orientation Course on General Management & Communication Skills from Institute of Chartered Accountants of India, New Delhi

**2001** Certificate Course of **Basics of E-commerce** from Pune University, Pune, with ‘A’ Grade

**IT Skills**

* Relevant knowledge about **Microsoft Navision ERP, Oracle Financials, MySAP**, and well versed with **Tally ERP**, Other Customized Accounting, Financial Packages, MS Office and Internet Applications

**PERSONAL DETAILS**

Date of Birth : 13th July 1981

Languages Known : English, Hindi and Marathi

Nationality : Indian

Marital Status : Married

Number of Dependents : 2

Visa Details : Employment Visa

Driving License : UAE, India

Reference : Available on Request