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| HARRIS,M.Com,MBA(Finance),(CMA-USA)  [HARRIS.166438@2freemail.com](mailto:HARRIS.166438@2freemail.com) | | | **C:\Users\firdouse\Desktop\Harris_Pic.jpg** |
| Objective: |
| Exploring opportunities to work in a dynamic work environment in an insight oriented role in the areas of Finance / Accounting/ Banking Insurance / Corporate Legal / Financial Analysis. | | | |
| Experience | | | |
| Total Experience | | Current location | |
| 12 years | | Dubai | |

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| **Areas of Professional Expertise :-** | | |
| •Financial Accounting. & Analysis • MIS Reporting • Budgeting • Auditing • Banking coordination. • Corporate Legal & Compliance •Tally.ERP.9, •Team Management**,**• Corporate Communication,•MS Office Packages,•Insurance,•Negotiation •Financial presentation | | |
| **Prime Exposure: -**   * Overall Accounting functions including presentation of Financial Statements * MIS Reports, Annual Budgeting, General Accounting, Cost Accounting, Accounting systems & control. * Inventory, Cash management, Credit/Debt Management. * Supervision of Salary Administration & Payroll Management. * Oversee Insurance Plans and health care coverage Analysis * Financial strategizing, Financial Reporting, Financial Negotiations * Liaising with Banks, & other Financial Institutions. * Liaising with internal and external Auditors & consultants * Involved in Incorporation of Public Limited, Private Limited, LLP Companies * Involved in Company Acquisition and consolidation. * Drafting and vetting of International trade Agreements and strategic alliances. * Expertise Knowledge & Experience in the Area of Corporate Compliance Management. * Assurance of the internal control system and compliances of Accounting & Secretarial standards thereof. * Legal Due diligence & Drafting of all kinds Deeds and Documents as per various Indian laws. * Coordinated with the Stock Exchanges in Issuance of shares/ Debentures, Employees Stock Options (ESOP), Right Issues. * Internal Audit fixed Asset management, Project Feasibility Reports. internal control | | |
| **Educational Qualification(s)** | | |
| **( Degree / Certificate )** | **( University/ Institute )** | **( College/Institute )** |
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| M.B.A (Finance)  M.Com (Master of Commerce )  B.Com ( Financial Accounting )    SAP (FICO )    Tally ERP.9 (Certification )  CMA -USA® | Kuvempu University, Bangalore  Calicut University  Calicut University  SAP® Bangalore  Tally Academy, Bangalore  The Institute of  Management Accountants ® - USA | ICBMS Institute. Bangalore    Calicut University Centre  St. Joseph’s College  SAPWARE Technologies,    Systems Domain, Bangalore  Pursuing Level - II |
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| **C:\Users\harriskovoor\Desktop\index.png The Private Office – HH Sheikh Nahyan Bin Hamdan -Dubai**  The Private Office was established by His Highness Sheikh Nahyan Bin Hamdan Bin Mohammed Al Nahyan to directly invest in potential business opportunities by foreign Investors in UAE which meets the private investment criteria and to take advantage of potential opportunities in the new global economy. And also nurturing of own business organizations under one umbrella (“holding Company”).  The “Mission” of the private office is to create diversified and profitable investment portfolios by directly investing in new or existing business ventures, which are selected through a rigorous business evaluation process.    **Position :- Finance Manager - Reporting to CFO (** *2015 – till date )*  **A. Financial planning and Analysis:-**   * Support the management in the development of effective strategic and operational business plans, budget and forecast. * Preparation and active monitoring of Quarterly and Annual budgets. Develop monthly and yearly budget by the group, by the business units, by the Office. * Preparation and presentation to the management on the Company’s financial performance results and recommend suggestions for improvement and cost savings. * Review Costs and perform cost benefit analysis. Capital Acquisition, Cash flow Analysis, Corporate Reporting     **B. Accounting & Reporting:-**   * Plan and establish monthly closing as per reporting calendar and all reporting process in line with statutory requests and corporate financial policies and procedures. * Manage and oversee all aspects of finance and accounting function. * Review all month end closing activities including general ledger maintenance, balance sheet reconciliation and overhead allocation. * Managing for preparation of monthly cash flow statement as well as the quarterly reports like Income Statement, Balance Sheet as well as annual Finalization of Financial statement.   **C. Finance Control:-**   * Use a Financial Control frame work , including financial accountabilities and authorities to ensure solid financial control. * Manage and control cash flow, cash management, budget and financial prudency of the business.   **D. Financial Analysis:-**     * Analyze financial data; interpret data for the purpose of determining past financial performance and to project a financial probability. * Develop Financial Forecast such as revenue forecast, Sales forecasting expenditure and cash flow forecast. * Develop financial reports forecasting, trading and results analysis.   **E. Treasury, Forex & Credit:-**   * Set up and manage the treasury, credit and collection function. * Monitor working capital through close supervision of cash, Account receivables and payables and cash flow reports.   **F. Internal Control & Statutory-**   * Setup and monitor an effective and strong internal control environment. * Setup, implement and manage financial process, policies and procedures. * Manage year-end audit and Liasoning with external Auditors. | | | * Liasoning with Banks, Auditors & Consultants. * Due Diligence, feasibility studies, financial. Evaluations of business divisions / units. * Build and maintain relationships with relevant. Banking institutions. * Insurance management & claim requirements. * Annual Budget preparation, Payroll management.     **Key functional areas handled :-**     * Liaising with external and internal Auditors; * Supervision of Salary administration & payroll management. * Debtors, Creditors, Assets reconciliation. * Financial MIS Reporting.   **Finance & Banking :**   * Liaise with various banks for credit facilities/ documentation & operation of accounts. * Assist to maintain tight control of funds in various bank accounts. * In charge of Insurance Department * Liaising with Reserve Bank of India in compliance matters. * Conducting meetings at all levels, preparation of minutes, Drafting of Board Resolutions, interaction with shareholders, Stock Exchanges, * Corporate Communication, Liaising with banks and other financial institutions, * Coordinating in corporate matters related to Registrar of Companies, SEBI, Company Law Board & other quasi – semi quasi Judicial bodies,     **Asst. Manager (CS & Finance / Accounts)**   * **Accounts & Corporate Compliance** * Overall responsibility of Accounts (Trading division ) * Service Tax matters of the group * Liaisoning with Banks & other Financial institutions * Project report, loan documentation * Coordination with internal and external auditors and review of audit report. * Branch and inter-branch reconciliation with Head office * Receivables & Payables reconciliation   **( Reporting to GM - Finance & Company Affairs )** |

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| **Safari Group’ – Doha, Qatar** *(****One Billion Qatari Riyal******Retail business group*** *based at Doha, Qatar - 2014 ) ior ance under Comapnies with the Banks.the Clients* up.netwww.safarigroup.net  **Position: Finance Manger - Reporting to Group Financial Controller.**   * Overall responsibility of finance & Accounts Dept. * Manage & Control day-to-day financial transactions. * Presentation of financial Statements. * Monitoring & Management of Receivables & Payables.      * Retail treasury Management & Banking. * Control overall efficiency of Accounts & Finance dept. * Sales margin Analysis, New Business modeling. * Implementation of financial systems & financial controls   **NEWMATIC TRADING GROUP – Dubai**  *(A reputed Dubai based* ***trading business group*** *2013 – 2014 ) ior ance under Comapnies with the Banks.the Clients*  **Position : “Account Manager” – Reporting to Finance Controller**   * Manage & Control day to day financial transactions. * Presentation of financial Statements & Cash Flow. * Monitoring & Management of Receivable & Payable. * Stock Control and reconciliation, Cash receipt & Banking. * Control overall efficiency of Accounts & Finance dept   **C:\Users\harriskovoor\Desktop\index.jpgBAL PHARMA LIMITED – Bangalore, India**  *(A well known* ***Multi National Pharma Company*** *listed in BSE & National Stock Exchange)*  From –2007 - 2012    Position: “Corporate Manager” – Reporting to VP (Finance)  Key Functional Areas handled:  -------------------------------------------------------------------------   * **Finance & Accounts :** * Compile financials and statements & report to senior management. * Interacts, co-ordinates and liaise with internal & external auditors. * Assist in Preparation of Annual Budgets, Company Payroll. * Forex, dealings with Stock Exchanges’, promoting of trading in Subsidiary NBFC Company, * Proactive interaction with the vendors to ensure timely payments. * Ensure that all statutory dues are paid in timely manner and Recorded accordingly. * Monitoring of Accounts, coordinating in Cost / statutory / internal /Secretarial & Auditors requirements. * New Acquisitions, Merger & Takeover of new units. * Public Issue, Right Issue, Employees Stock Option plan (ESOP). * Compliance of Corporate laws | | | **Key functional areas handled :-**   * Managing of a team of 25 Accountants. * Liaisoning with Banks, Auditors & Consultants. * Due Diligence, feasibility studies, financial. Evaluation of business divisions / units. * Build and maintain relationships with relevant. Banking institutions. * Insurance management & claim requirements. * Annual Budget preparation, Payroll management.   **Key functional areas handled :-**     * Liaisoning with external & internal Auditors; * Supervision of Salary administration & payroll management. * Debtors, Creditors, Assets reconciliation. * Financial MIS Reporting.   **Banking /Insurance/ Legal :**   * Liaise with various banks for credit facilities/ documentation & operation of accounts. * Assist to maintain tight control of funds in various bank accounts. * In charge of Insurance Department * Liaising with Reserve Bank of India in compliance matters. * Conducting meetings at all levels, preparation of minutes, Drafting of Board Resolutions, interaction with shareholders, Stock Exchanges, * Corporate Communication, Liasonising with banks and other financial institutions, * Coordinating in corporate matters related to Registrar of Companies, SEBI, Company Law Board & other quasi – semi quasi Judicial bodies.   **‘**    **Asst. Manager (CS & Finance / Accounts)**   * **Accounts & Corporate Compliance** * Overall responsibility of Accounts (Trading division ) * Service Tax matters of the group * Liaisoning with Banks & other Financial institutions * Project report, loan documentation * Coordination with internal and external auditors and review of audit report. * Branch and inter-branch reconciliation with Head office * Receivables & Payables reconciliation   **( Reporting to GM - Finance & Company Affairs )** |
| **C:\Users\harriskovoor\Desktop\images.png THAI GROUP OF COMPANIES - Chennai**  Regd.office, “Thai Enclave”, Royapuram,  <http://teamthai.in> | | |  |
| **Position : Asst. Company Secretary– Reporting to GM (Finance)**  **Key Functional areas handled:-**  **"THAI group” ($50 million USD) FMCG** – Consortium of 25 (Manufacturing and Trading Companies) comprising 11 factories and more than 100 branches all over India.  o rporateelated with  **From 2004 – 2007** | | |  |
| **Finance / Accounts & Corporate Compliance**   * Overall responsibility of trading Division. * Conduct Board meeting & preparation of Board Resolutions and minutes. * Service Tax matters of the group. * Coordination with internal & external auditors and reviewing of audit report. * Receivables & Payables reconciliation. * Import - Export Code Matters with Director General of Foreign Trade. * Liaisoning with Banks and financial institution. * All Compliances matters under the Companies Act |
| **Legal:- Drafting & Vetting of Commercial Contracts :**   * Commercial Agreements, * Lease Agreements, * Sale deed for purchase of Immovable Property, * Interacting with Company Attorneys. | | |  |
| * International Trade agreement * Joint venture agreements * General Power of Attorney agreement * Consignment agreements |
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| **Details of experience with Chartered Accountants** | | | |
| **Position # 1**  Reference  Employer  **(1999 – 2000 )**  Duration  Duties and  Responsibilities | :  :  :  :  : | **Trainee Audit Assistant, KKR Associates, Chartered Accountants**    **Mr. K.K Ramesh FCA**  **Senior Partner**   * Preparation of Financial Statements, Reviewing bank reconciliation statement and engaged in book keeping of major clients under computer set up and regularly viewing General Ledgers Valuation of Closing Stock. * Bank Audit. Internal Audit | |
| **Position # 2**  Reference  Employer  **(2000 – 2002)**  Duration  Duties and  Responsibilities | :  :  :  :  : | **Audit Assistant (SVM Associates, Chartered Accountants**    **G. SANTHOSH PAI, LL.B, FCA**  **Senior Partner**   * Overall supervision of junior audit team members. * Involved in formation of Companies with the Registrar of Companies, * Conducted Financial Statement Analysis and Project Reports for Banks for availing of OD facilities with the Bank. * Bank Audit | |

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| Name :  Religion :  Date of Birth :  Nationality :  Languages known :  :  IT Skills :  Other Skills :  Extra Curricular : Activities    Other interests:  Future Goals:  Future Academic Goals  Life time Goal : | PERSONAL PROFILE  **Harris**  [**Harris.166438@2freemail.com**](mailto:Harris.166438@2freemail.com)  Muslim  10-02-1976  Indian (Passport No. K 6235086 )    English,Malayalam (mother tongue), Hindi, (Read/Write), Arabic,(*basic level*).  MS Office packages, Tally ERP.9, Microsoft ERP.  Excellent writing and Communication skills, reliability, Optimistic, Hardworking and having good analytical skills    “Free lance journalist” for the last 15 years, working as a free lance writer. Have published articles, features, interviews & over stories in English News Papers and Magazines. Involved in Charitable activities, Short story writing, Feature writing, Article writing, Human psychology & behavioral Analysis, Telepathy etc.  Have interviewed ( Press Interview ) renowned personalities such as Justice V.R Krishna iyer ( Former Supreme Court Judge of India ) Mr. David Pidcock ( British Economic Council Member – UK ), Mrs. Jilly Burn (UNICEF) , Dr. Robert Twycross ( WHO ), Mrs. Usma Naheed (Director , IQRA International, USA) and His Highness H Dalai lama etc  Playing “Guitar”, Photography, Music.  To build a robust Financial management system for various segments like Banks, manufacturing, IT Organizations, Stock Broking houses and Insurance Companies etc and to act as an advisor to various Companies for their restructuring, consolidation and expansion on new areas like Corporate Governance, IFRS, etc.    : To do a Doctoral research in “Islamic Finance”.  To Live for “Humanism” |
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| **Declaration**  I hereby declare that, the above-mentioned details are true to the best of my belief and knowledge |