**Naraayanan**

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**OBJECTIVE**



A results-focused CMA (USA) and ICWAI qualified Finance & Accounting professional with 13+ years of experience in driving business growth through financial management and analysis, strategic planning, implementing accounting systems and imposing budgetary controls. Skilled in compliance management, project finance, auditing and reporting across diverse domains. Known for leadership, professionalism, integrity and work ethic. Looking to apply expertise in a senior level assignment in the UAE.

**KEY SKILLS**



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|  |  Financial Management |  General Ledger Management |  Induction & Training |
|  |  IFRS and GAAP |  Resource Optimization |  Performance Management |
|  |  Budgeting & Planning |  Capital Investment Planning |  Financial Modelling |
|  |  Internal Controls |  Statutory Regulations |  Training & Development |
|  |  Process Improvement |  Risk Management |  Cross-Culture Management |
|  |  Cost Analysis & Reduction |  Audit Procedures |  Team Building & Management |
|  |  Financial Statement Preparation |  Bank Liaison |  Analytical Thinking |
|  |  Financial Reporting & MIS |  Cash & Funds Management |  Creative Problem Solving |
|  |  Financial Forecasting |  Visionary Leadership |  Multicultural Workplace Exposure |
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|  | **RECENT WORK EXPERIENCE** |  |  |

**Assistant Manager – Finance, Agility Logistics, Al-Khobar, Saudi Arabia, Jan 2017 – July 2017**

Highlights:

* Developed and implemented new standard operating procedures for different type of invoices, invoice submission process and circulation of statement of accounts with key clients, and this significantly improved operational efficiency, improved working capital and reduced sales outstanding by 14 days.

Responsibilities:

* Manage a diverse team of 7 members throughout KSA of various provinces to handle accounting, invoicing and collection functions.
* Ensure that the team records correct cost and sales for each job, submits the invoices on time, and circulates the statement of accounts with client.
* Push the team to aggressively follow up with clients for speedy payment collection.
* Ensure that the contracts / jobs are profitable, and report correct profitability on monthly basis to the management.
* Prepare various analysis reports to highlight various scenarios that may affect job profitability.
* Circulate branch-wise unbilled report and client-wise outstanding statement reports to branch operations managers and sales managers on weekly and fortnightly basis, and follow up on actions taken for invoicing and collections.
* Schedule weekly and fortnightly meeting with operations managers and sales managers and share key financial performance ratios and data to improve the working capital and cash flow.

**Project Accountant, National Marine Dredging Company, Abu Dhabi, UAE, Oct 2015 – Jan 2017**

Key Projects to Credit:

* Played a key role in the successful execution of a Large-scale Multi-Million USD project in Bahrain.

Responsibilities:

* Prepared and administered project budget, adhered to budgetary provisions in the areas of procurement, labour expenses and administrative overheads, developed cost sheets and ensured effective cost control to maintain required profits.
* Evaluated working capital requirements from time to time, liaised with approved banks / financial institutions to secure working capital finance and oversaw timely disbursements of funds to ensure uninterrupted operations.
* Ascertained cash flows expected at definite project intervals, monitored inflows to determine the effectiveness of financial management and project management tools; gauged adequacy of funds required for completion of project activities.
* Created monthly accounting records, finalized books of accounts, prepared financial statements and ensured that transactions were recorded under appropriate heads.
* Processed payments of vendors, manpower service providers, contractors and third party suppliers against invoices raised, administered the payroll and release payments of office staff and on-site workers as per due dates.
* Responded to auditor queries during external audits, presented accounting records and addressed non-compliances if any.
* Ensured completion of paperwork to facilitate compliance with statutory guidelines as per relevant laws.
* Presented financial information in the prescribed formats to stakeholders, boosted investor confidence by communicating project progress and provided accurate profit & loss position at regular intervals for stakeholder review.

1



**PREVIOUS EXPERIENCE**

**Senior Accountant, Emircom, Abu Dhabi, United Arab Emirates, Aug 2005 - Oct 2015**

Highlights:

* Recipient of Best Employee Award for 2012.
* Core member of the team that was involved in implementation of additional tool on Microsoft Great Plains.

Responsibilities:

* Drafted financial statements (Income Statement, Balance sheet); maintained general and subsidiary ledgers.
* Prepared cash flow, monthly P&L and balance sheet including MIS reports to provide feedback to top management
* Prepared budgets and forecasts based on evaluation of P&L aimed at maintenance of organizational bottom lines.
* Collaborated with internal/ external auditors in conducting various statutory audits to ensure compliance to accounting principles and standards with regards to day to day business transactions.
* Maintained updated documentation of various financial transactions in compliance to existing laws and procedures.
* Managed banking transactions, financial operations, accounts receivable/ payable in compliance to organizational policies.
* Implemented and ensured compliance to internal controls/ systems. Evaluated changes based on legislative requirements.
* Interacted with various support teams to ensure prompt resolution of accounts related issues, reconciliation of financial discrepancies based on interpretation of accounting policy and regulations.
* Evaluated performance of team members and organized various need based training sessions based on business requirements. Guided team members in resolution of critical accounts related issues.

**Accountant, Insight Share Brokers Ltd, India, Jan 2005 - Jul 2005**

Key Responsibilities:

* Reported to the Regional Finance Controller and coordinated various aspects related to Vendor Management, Bank Reconciliation including management of petty cash and accomplishment of collection targets.
* Updated customer database and generated daily reports for branch managers. Involved in account reconciliations and maintenance of general ledger entries/ general ledger accounts
* Evaluated cash flow based on accounts payable/ receivable aimed at maintenance of organizational profitability.
* Focused on maintenance of payment logs/ deposit system, disbursal of pay checks/ vendor payments.
* Involved in processing/ sending of purchase orders and credit memos including communication of reports to head office.
* Assessed financial information using various resources/ procedures. Rendered strategic recommendations and maintained solutions to business/ financial issues.
* Maintained regular interaction with managerial staff, colleagues and clients pertaining to day to day financial operations.

**Audit Clerk, G. Karthikeyan & Co., India, Jun 2004 - Dec 2004**

Key Responsibilities:

* Evaluated existing internal control system for identification of weaknesses and recommended process improvements.
* Conducted statutory audit of Nationalised Banks, Insurance Companies and Corporations. Assisted in audit finalization.
* Prepared income tax returns for individuals. Developed accounting applications to store, analyze and record information.
* Involved in recording/ receipt of bank checks, vouchers and cash.
* Processed checks meant for taxes, payments and utilities to consolidate bank transaction records.



**EDUCATION**

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|  **Associate Member of Institute of Cost Accountants of India**, India, ICWAI | | Mar 2014 |
|  | **Certified Management Accountant (CMA)**, Member of The Institute of Management Accountants, USA | Dec 2013 |
|  | Bachelor’s Degree in Finance, Bharathiyar University, Coimbatore, India | Apr 2004 |

**Certifications:**

* Certified Management Accountant (CMA), The Institute of Management Accountants, USA (September 2013)
* ICWAI, Associate Member of Institute of Cost Accountants of India (March 2014)
* Tally Version 7.2, National Institute of Information Technology, India.
* EX Next Generation accounting software.



**PERSONAL INFORMATION**

* Nationality: India
* Languages: English, Tamil
* Valid driving license available

2