Chalumuri

Chalumuri.225766@2freemail.com

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |
| A dedicated Senior Level professional with over 22 years of experience in the field of Accounts & Finance. Strong analytical skills coupled with an impressive commitment to excellence and an ability to drive efficiency and financial performance improvements. An ability to work under pressure in a fast-paced, time-sensitive environment. Self-motivated, enthusiastic, and committed to professional excellence. Multitasked, Multifaceted, person with decision-making ability and sharp analytical mind-set. Looking for a challenging position in growth oriented company, where I can use my extensive business experience to help the company grow and achieve its targets. |
|  | **Core Competencies** |  |
|  |
| * **Financial Modelling & Feasibility Analysis**
 | * **Cost Control/ Internal Control**
 | * **Internal & External Audits**
 |
| * **Cash Flow Management**
 | * **Credit Control Management**
 | * **Good Interpersonal Skills**
 |
| * **Finance Control Systems**
 | * **Bank Financing & Liaison**
 | * **Cross-Cultural Communications**
 |
| * A senior professional with 22 years of vast rich experience in accounting procedures and finance reporting with reputed organizations.
* Have a good experience in financial reporting, cash flow, budgeting, project reporting and other related accounts document.
* Ability to carry out all the necessary dealing with banks, auditors, clients, suppliers, and sub contractors. Have very good experience with various auditors.
* Familiar with banking facilities like LCs, guarantees, overdraft, annual budgeting, cash flows, MIS reports, project reports, any reporting templates.
* Have a very good experience as in finance and accounts department, in various industries including an Audit Firm.
* Implement the accounting procedures and controls.
* Familiar with staff and labourers payroll, with excellent team building, leadership, relationship management & analytical skills.
* Develop and maintain the knowledge of International Financial Reporting Standards (IFRS).
* Have a very good experience in all types of reconciliation like bank, cash, creditors, debtors, related parties, etc.
* Maintain and implement the good relationships with all departments and reporting authorities.
* Have a good experience in attending board meetings and involving in management decisions.

**Finance & Accounts*** Prepare statutory books of Accounts, Fixed Asset Register, Bank Reconciliation, Party Reconciliation and Consolidated Reports in compliance with time & accuracy norms.
* Handle financial statements including Trial Balance, Profit & Loss A/c, Age-Wise Accounts Payables and Receivables Statements and B/S.
* Managing Accounts Payable & Receivable and Process Improvement Reconciliation; ensuring compliance with the accounting standards in the selection of significant accounting policies.

**Costing*** Handling Cost Monitoring & Reward System; assisting in planning, resource allocation & control to emphasize the financial point of view.
* Managing cost accounting programs like Budgetary Control, Standard Costing, Cost Sheet and Reconciliation of Cost & Financial Accounts.
* Analyze actual costs through standard cost sheets and preparation of variance reports.

**Budgeting & MIS*** Formulate annual budgets and conduct variance analysis to determine the difference between projected & actual results and implementing corrective actions.
* Prepare the MIS reports, Cash & Fund Flow Statement, Balance Sheet, and other financial reports to keep a track of financial performance.

**Fund Management*** Monitoring inflow / outflow of funds; taking adequate measures to ensure optimum utilization of available funds towards the accomplishment of organizational objectives.
* Liaison with banks and financial institutions for raising funds to meet LC, OD, Working Capital & Cash Credit requirements and effective utilization of the funds.
 |
|  | **Skills Inventory** |  |
| Educational Qualifications |
| 1991 | **Master of Business Administration (M.B.A.), Finance.** |
| 1988 | **Master of Commerce (M Com), Banking & Accounts.**  |
| 1986 | **Bachelor of Commerce (B Com), Costing & Accounts.** |
| Computer Skills**MS Office** Word, Excel, Power Point and **Accounting Software-** Tally , Oracle and SAP[FICO]  |
|  | **Career Snap Shot** |  |
|  |
| Mar 2001 to Present | **Asst.Finance Manager**, Astraco Construction LLC. Abu Dhabi, U.A.E. |
| Aug 1997 to Feb 2001 | **Senior Accountant**, Salala Building Maintenance & Services Dubai, U.A.E.  |
| Aug 1991 to Jun 1997 | **Finance Officer**, Upper India Engineering & Steel Manufacturing Ltd. India. |
|  |
|  | **Career Graph** |  |
| **Astraco Construction LLC.** |
| **Asst. Finance Manager** | **Abu Dhabi, U.A.E. (Mar 2001 to Present)** |
| Leading Construction Company in Abu Dhabi dealing Pipeline Contracting [Water & Oil Field], Sewerage, Desalination Plants & Civil Constructions. |
| * As a Asst. Finance Manager, I am reporting to the Finance Manager on a weekly basis regarding all my job responsibilities in a finance department.
* Handle three members in a team of Accountants.
* Responsible and overall in-charge in an accounts// finance department.
* Provide Weekly, Monthly MIS and Financial reports.
* Generate, monitor and analyze the project and company cash flow for every Week.
* Provide the monthly project analysis and all necessary reports to project managers.
* Provide annual budget and cash flow.
* Reviewing and supervising on payables and receivables, deal with banks regarding the guarantees, LC’s, overdraft, discounting and other related matters.
* Verify the monthly staff payroll, Labour wages, and make sure to arrange the funds properly.
* Verify the daily accounting and monthly generating and monitoring the detailed fixed assets report for both projects and company.
* Attend the weekly project status meetings with project manager and construction managers.
* Coordinate with contracts, procurement, quality, other departments in concern, deal with subcontractors for their payments, coordinate contracts department, and liaison with Auditors.
 |
|  |  |
|  |
| **Senior Accountant Salala Building Maintenance &**  **Services, Dubai, UAE** | **Dubai, U.A.E. (Aug 1997 to Feb 2001)** |
| * I report to the Finance Manager on a monthly basis and handle two Asst. Accountants.
* Provide the monthly financial reports like P&L, balance sheet to Finance Manager.
* Post the daily accounting transactions in accountancy software Tally financial controller and prepare of periodic payroll for workers and site staff.
* Verify and process the payments for subcontractors and suppliers, reconciliation of bank, creditors, and debtors.
* Coordinate with contracts and procure departments regarding the subcontractor’s payment certifications and clarifications.
* Provide monthly aging analysis for debtors, creditors, and necessary reports to Finance Manager whenever required.
 |
| **Upper India Engineering & Steel Manufacturing Ltd.** |  |
| **Finance Officer** |  **India (Aug 1991 to Jun 1997)** |
| * I was reporting to the Managing Director on a monthly basis regarding the financials.
* Supervise a team of the company assign, verify of daily accounts using Tally accounting package.
* Handle reconciliation of bank, creditors, debtors and other related matters.
* Provide monthly sales tax reports to MD for submission in the sales tax department. Provide the monthly and annual financial reports to Managing Director.
* Prepare of periodic payroll for staff and provide cash flow details to Managing Director.
* Deal with Auditors for sales tax and annual audit, and responsible for payables and receivables.
 |
|  |
| **• Indian • Married • Male • Employment Visa • U.A.E. Driving License • DOB: 01-06-1965** |
| \*Supporting Documents and References will be provided on request \* |