**Suresh K. CPA, CMA&M,com**

**C/o-Phone No: +971 50 4973598**

Email: [suresh.262324@2freemail.com](mailto:suresh.262324@2freemail.com)

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| **Profile:** |

Professionally Qualified **Certified Public Accountant (CPA) & Certified Management Accountant (CMA)**with 20years working experience in the Accounts department of Trading and Engineering companies in Multinational environment. A good team player with strong analytical, managerial and interpersonal skills.Able to cope well in a pressure driven environment.

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| **Career Objective:** |

To combine my professional knowledge with my analytical aptitude to innovate and achieve new heights through dedication and hard work.

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| **Professional Qualifications:** |

**Certified Public Accountant - CPA**From American Institute of Certified Public Accountant

**Certified Management Accountant - CMA**From Institute of Certified Management Accountant

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| **Educational Qualifications:** |

**Master of Commerce.**From Andhra University, Visakhapatnam, AP, India

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| **Computer Skills:** |

Well versed in Microsoft Excel and Word.

Working Knowledge in **ERP Accounting Packages:SAP, Lawson M3, Microsoft Great Plains, FACT & Tally 7.2**

Financial Reporting Packages: **IBM Cogness Controller, Hyperion, Qlikcview, Datamart, Mfiles.**

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| **Strengths / Areas of Expertise:** |

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| **Forecast, Budget & Variance Analysis** | **Cash Flow, Fund Flow & Foreign Currency Forecast** |
| **Consolidation& Financial Records finalization** | **MIS & Financial Reporting in compliance with IFRS** |
| **Trade Finance: Letter of Credit and Bank Guarantees** | **Working capital and Cash management** |
| **Project Accounting, IAS 11 Revenue Recognition** | **Bid Approval, Job Costing, Project Evaluation** |
| **Cost control & Cost Centre allocation** | **Inventory Control, CAPEX, Fixed Assets Management** |
| **Accounts Receivable & Payable Management** | **Payroll –WPS. Administration, Public Relations** |
| **JAFZA Export – Import and Labor rules** | **Statutory Audit - Management of Banking Relations** |

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| **Career Progression:** |

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| **Finance Manager** | **Flakt Woods LLC, Dubai, UAE** | **Mar-2015 to Till Date** |
| **Finance Manager** | **Systemair Trading LLC, Dubai, UAE** | **Feb-2010 to Feb-2015** |
| **Finance Manager** | **Elumatec Germany UAE Br. JAFZA, Dubai** | **Oct-2005 to Jan -2010** |
| **Senior Accountant** | **Makita Gulf Fze, JAFZA, Duai, UAE** | **Mar-2001 to Sep-2005** |
| **Chief Accountant** | **Nasir Bin Abdullah& Sons Co. Doha, Qatar** | **May-1996 to Dec-2001** |

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| **Work History: March 2015 to Till date** |

**Flakt Woods LLC, Dubai, UAE**

Flakt Woods is a global leader in Air Treatment Products, headquarters in United Kingdom, which has sales office in 65 countries and 2230 FTE in all around the globe. Flakt Woods LLC, Dubai, is a sales office of Flakt Woods, tradingFlakt Woods Products in GCC and CIS countries.

**Job Title: Finance Manager**

Reporting to Local Managing Director and Group Controllers and CFO

**Main Responsibilities:**

* To manage and supervise the Accounts and Finance functions in line with internal policies, procedures and strategic objectives.
* To prepare annual budget / cash flow, monthly management accounts, cash flow and variance analysis. ie, to ensure Financial Systems are developed and executed for facilitating key Management decisions.
* Design and coordinate a wide variety of accounting and financial statistical data and reports.
* To maintain close monitoring of revenues and costs and promptly address any exceptions and variations.
* To ensures best practice efforts in all financial management and control related practices including directing and control of financial reporting and regulatory requirement.
* To ensures timely and proper information flow to ensure proper coordination with production, sales and other internal departments.
* To coordinate with External Auditors / Internal auditors and prepare the books as per IFRS.
* To advise and oversee the structuring and maintenance of internal controls within the organization, to ensure compliance with the Company’s policies, procedures, process and internal controls for the Company.
* To review and oversee the movement of stock, purchases, production and sales related matters.
* To review and advise on Contracts / Agreements associated with Company’s Projects and Operations.
* To prepareaccurate financial reports and statements to specific deadlines,
* Preparing and interpreting cash flows and predicting future trends,
* Conducting reviews and evaluations for cost-reduction opportunities,
* Prepare monthly analysis of cost of goods sold and operational expenses against prior year and budget, providing explanations and business solutions to help mitigate the risks,
* Prepare and managing the cash flow of the company. Monitoring and interpreting cash flows and take action according to future trends.
* Overseeing and directing all financial functions including accounting, treasury, financial planning and forecasts, credit control, insurance, legal and claims, projects, contracts, personnel and administration etc.
* Review Monthly Payroll

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| **February 2010 to February 2015** |

**Systemair Trading LLC,**

Systemair is a leading ventilation company with operations in 45 countries globally. Systemair headquarters in Sweden and is Listed on the NASDAQ OMX Nordic Exchange. Systemair Trading LLC is the Sales office of Systemair, selling Systemair HVAC products to GCC and CIS Countries.

**Job Title: Finance Manager**

**Responsibilities:**

* Ensure timely preparation of ‘true and fair’ financial statements of the company (monthly/yearly) after reviewing and analyzing the financial figures and ratios.
* Prepare quarterly and yearly financial statements/reports to top management.
* Supervise the timely preparation of annual financial statements, schedules and other information required by auditors in finalizing the annual audit of the company.
* Monitoring the liquidity position of the Company.
* Improve cash flow control by preparing perpetual cash forecasts (weekly and monthly) and advising on financing options, in advance.
* Review of all payment transactions, namely: cash payment vouchers, supplier bills, wire transfers, PDCs etc. before submitting to signatories.
* Management of accounts receivables, Follow up on collections with sales department and update management on delay in collection, etc.
* Directing / reviewing / supervising the work of accountants on various accounting aspects.
* Review and recommend new customer credit proposals after examining credit worthiness.
* Collect and compile annual sales budgets, capital expenditure budget, and preparation of budgeted financial statements and cash flow projections for management review. Report on budget vs actual of the financial budget and capital expenditure budget to the management.
* Streamlining of policies and procedures of the company, wherever necessary.
* Preparation of various adhoc reports and financial analysis required by the management from time to time.
* Finalization of Balance Sheet and Profit and Loss Account in compliance with IFRS
* Monitoring & Supervision of inventory by conducting regular physical counts.
* Liaising with banks, insurance and external auditors

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| **October 2005 to January 2010** |

**Elumatec Germany UAE Br**., Jeble Ali Free Zone, Dubai.

Elumatec is manufacturers Profile machineries, Located in Mühlacker near Stuttgart, Germany. Elumatec Germany UAE Br. Is the sales office and selling Elumatec Brand Products to GCC and CIS countries.

**Job Title: Finance Manager**

**Responsibilities:**

* Monitor and maintain the accounting control procedures to ensure financial records are maintained in compliance with accepted policies and procedures and ensure accurate and timely, monthly/year end closing and ensure all financial reporting deadlines are met.
* Management of daily cash flow, liaising with banks
* Produced month-end accounting reports Income statement and Balance sheet with schedules and analysis on revenue and budgets.
* Management Fixed assets.
* Managed cash collections and cash disbursements as well as other financial activities
* Monitored receivable and payable accounts as well as enforced strict control on credit.
* Maintenance of Inventory Control & reconcile with books of accounts.
* Preparing Payroll, maintaining leave pay, air ticket, and End of service benefits as per UAE labor law.
* Compile & analyze financial information to prepare financial statements including monthly and annual Compile accounts.

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| **March,2001to September, 2005.** |

**Makita Gulf Fze**, Jeble Ali Free Zone, Dubai.

Makita Corporation is a manufacturer of professional and consumer power tools. Founded on March 21, 1915, it is based in Anjō, Japan. Makita Gulf Fze, Is the sales office and selling Makita Brand Products to GCC and CIS countries.

**Job Title: Senior Accountant**

**Responsibilities:**

* Management of Accounts Receivable and payable.
* Reconciliation of Customer & Supplier accounts
* Follow up with customer for timely payments.
* Letter of Credit documentation, submission in bank and coordinate with customer
* LC discounting, Purchase and sale of Forex
* Dealing with the bank to arrange loan facilities.
* Inventory control, Supervise Stock take, reconciliation of Physical inventory with System.
* Investigate reasons for excess and shortage in Inventory.
* Petty cash management.
* Payroll management including processing salaries through WPS, maintaining leave pay, air ticket, and End of service benefits as per UAE labor law Payroll preparation.
* Monitoring and keep updating Insurance for vehicles & equipment, Contractors all risks policy, Workmen compensation, third party premium and medical insurance for employees.
* Perform other duties as assigned by the Finance Manager.

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| **May, 1996 to January, 2001.** |

**Nasser Bin Abdullah & Sons Co., Doha, Qatar.**

NASCO is the distributor of Panasonic, JVA, National Brand of Electronic Products in Qatar, NASCO has 8 shops in Qatar. NASCO is the sister concern of National Car Co. & National Engineering & Maintenance Co.

**Job Title: Chief Accountant**

**Responsibilities:**

* Preparation of Monthly Trail Balance, Profit & Loss Account and Balance Sheet
* Balance Sheet Account Reconciliation
* Inter-Company Account Reconciliation.
* Stock Update, Stock take, Inventory Reconciliation.
* Supervising the warehouse activities, Stock position
* Bank Reconciliation.
* Month end closing Journal voucher posting.
* Dealing with the bank to arrange loan facilities.
* Perform other duties as assigned by the Finance Manager.

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| **Personal Details.** |

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| Nationality | : | Indian |
| Date of Birth | : | 28 th August 1968 |
| Marital Status | : | Married |
| Visa Status | : | Employment Visa |
| Driving License | : | UAE. |
| Language  Notice period work  Reference | :  :  : | English, Hindi, Tamil, Malayalam, Telugu and Arabic(Basic)  Immediately / Maximum One Month  Available upon request. |