HARI

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Looking forward to varied and challenging assignments in a work environment that fosters learning and provides opportunity to implement some of the best systems and practices followed worldwide

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| **Executive Summary** |

* Nearly 15 years’ of practical & professional work experience at progressively increasing levels of responsibilities, involving systems complexity and expertise.
* Experience in Finance, Accounts, MIS, Budgeting, Audits and Statutory Compliance with organizations across industry verticals in India and GCC.
* Well versed in modern accounting systems; sound experience of working on MS Office. Possess good communication, leadership, analytical and coordination skills. Ability to multi-task, work amidst tight deadlines and contribute to the achievement of departmental goals.

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| **Areas of Strength** |

***Accounts***

* Supervision and preparation /maintenance of statutory books as per the Accounting Standards & periodical financial statements along with various analysis reports for decision making
* Consolidating and combining all Group Accounts.

***Finance /Budgeting /MIS***

* Preparing annual and monthly budgets. Evaluating operating results, analyzing budgetary variance and taking action.
* Supervising and monitoring loan disbursements, repayment of loans and fund deployment/ utilization.

***Auditing /Statutory Compliance***

* Managing & ensuring completion of internal, statutory & management audits for the Group and due diligence reviews within time and cost.
* Maintaining coordination with Statutory & Internal Auditors for audits and maintenance of relevant audit documents.

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| **Professional Scan** |

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| ***Since Feb ’16 Athena Emirates LLC as General Accountant***  (UAE operations of Athena SA, a company listed on the Athens stock exchange and a group member of J&P AVAX. Engaged in development of marine and infrastructure works. Key projects include ports at Sharjah and Khorfakkan and presently involved in YAS Island infrastructure development. |

* On deputation from National Wheel J&P LLC & reporting to the Chief Financial Controller.

***Deliverables (Apart from those mentioned above)***

* Verification & control of Inventory & Creditors cycle.

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| **Feb ’09 to Feb ‘16** **National Wheel J&P LLC, Dubai (UAE) as General Accountant**  (Sister concern of Joannou & Paraskevaides (Overseas) Limited. A multinational construction company with operations in over 30 countries across the world. Engaged in building and civil engineering contracting including buildings, roads, bridges, airports, prefabricated dwellings, electrical and mechanical installations through associated companies. Key projects include Dubai Airport Termianl 3, Al Ittihad Road, Dubai Fujairah Road 1&2; In Abu Dhabi - Al Raha Beach Development, Yas Island Development etc.) |

* Reporting to the Chief Financial Controller.

***Deliverables (Apart from those mentioned above)***

* Handling the maintenance of project-wise bank accounts & review of bank facilities with central treasury department.
* Preparing cash flow projections, working capital statements & CAPEX budgets.
* Review of payables report to regularize the payment cycle.
* Verifying subcontractors’ payment certificates & supplier invoices.

***Notable Highlights***

* Holds merit for successful use of online banking facilities, wage payment system for salary transfers, and data sharing through intranet.
* Successful reporting of funds position to central treasury department on the 1st day of every month
* Achieved on-time preparation of cash flow reports to arrange extra funding if required.

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| ***June ’08 to Jan ’09* Howden Insurance Brokers, Dubai as Accts. & Admn. Manager**  (Howden Broking Group is a dynamic and highly competitive global provider of a range of specialist insurances. A specialist broking company with operations wholesale and reinsurance business in over 15 countries, Howden Broking Group is the broking arm of Hyperion Insurance Group.) |

* Reporting to the Chief Financial Controller.

***Deliverables (Apart from those mentioned above)***

* Daily cash management operations of the office & ensuring maintenance of accounts including conducting regular checks & reconciliation of various bank accounts
* Preparation, allocation and periodic review of budgets.
* Monitoring debtors and follow-up with Operation/Marketing Head to control the collection
* Periodic closing of accounts and escalation of reports to higher office.
* Liaison with auditors for effective closure of accounts.

***Notable Highlights***

* Timely updating of all related records including bank reconciliation on the 1st day of every month, including effective follow up for clearing pending entries.
* Completion of pending reconciliation of Creditors’ ledger and regularising the accounting thereon.
* Regular follow up of payments from clients and checking of Debtors’ ledger.
* Escalation of monthly MIS reports within 5th of the following month.

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| **Nov ’06 to Mar ’08 Bahrain Financing Company as Asst. Finance Manager**  (BFC Bahrain specializes in fast, reliable money transfers through a variety of services including Draft, Telex and Swift transfers. Other online remittance services include EzRemit, MoneyGram etc. BFC has a presence in over 50 countries, with network of 25 branches operating in Bahrain.) |

* Reporting to the Chief Financial Controller.

***Deliverables (Apart from those mentioned above)***

* MIS reporting on product wise and division wise profitability.
* Monitoring accounts payable and receivables.
* Analysis of cash flow in each currency, generated by daily operations of wholesale transactions, to review currency availability.
* Assisting the CFO in preparation of statutory reports to regulatory authorities.
* Daily analysis of various currency bank accounts to ensure smooth flow of funding operations.
* Assisting in preparation of ad hoc reports to highlight any abnormal, important & critical information to the management

***Notable Highlights***

* Ensured funds are delivered and received in a timely manner. Monitored client accounts and processing / authorization of all payments.
* Maintained updated logs for all currency transactions.
* Follow up with the customer service department to provide timely response to customer queries & complaints and also to inter-departmental queries.
* Preparation of updated sales report on a daily basis & on time delivery of statutory reports.

**June ’01 to Nov ’06 Prakasan & Vimal, CA Firm, India as Audit Manager**

(A leading audit firm in Trivandrum with the audits of many prestigious companies to its credit)

* Reporting to the Partner-in-charge.

***Deliverables (Apart from those mentioned above)***

* Handling assignments involving tax audits and tax planning; internal audits; stock audits & search reports; concurrent and statutory audit of various banks etc.
* Liaising with authorities /financial institutions for preparation of financials to secure loans, ODs etc.
* Conducting compliance check of various statutory laws.

**Apr ’98 to May ’01 Al Salam Trading Est., Dubai as Accountant**

(A medium sized establishment engaged in the business of trading auto spare parts)

* Reporting to the Partner-in-charge.

***Deliverables (Apart from those mentioned above)***

* Preparation of Accounts including invoicing, petty cash expense, accounts payable, fixed assets, bank reconciliation etc.
* Review, testing and reporting effectiveness of business cycles such as Purchase, Sales, Accounts Receivable, Accounts Payable, and Payroll to the management
* Responsible for Accounts finalization and liaison with Auditors.

**Education**

* Chartered Accountant from ICAI, New Delhi (India) in 2006.
* B.Sc. Mathematics from M.G.College, Trivandrum under Kerala University

**Personal Vitae**

Date of birth : 31st May 1970

Nationality : Indian

Driving license details : Hold valid driving license in India & UAE

Marital status : Married

Languages known : English, Hindi, Malayalam