**ANOOP **

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**FINANCE & ACCOUNTS PROFESSIONAL**

Seeking a managerial in the domain of finance and accounts with a progressive organization in travel related /manufacturing /trading or allied industries in India /abroad.



**PROFILE**

* Academically qualified with illustriouscareer of over 23 years with prestigious companies predominantly in Travel related /trading industries in India.
* Demonstrated functional excellence in maintaining books of accounts, accounts finalization, budgeting, coordinating internal /statutory audit, fund flows, payables and receivables management, debtors /creditors account reconciliations, credit control, bank reconciliation MIS reporting etc.
* Strong credentials in enforcing credit control pan India with ability to drive collection initiatives to liquidate outstanding dues in coordination with marketing, finance sections and personal follow up. Proven expertise in implementing internal controls to enforce financial discipline and improve working capital position.
* Deft in managing collections through credit cards and realigning credit limits of the clients with regular monitoring. Experience in preparing /filing Sales Tax /Service Tax/ Excise Returns and arranging assessments in coordination with the authorities.
* Articulate and assertive with abundant Self –Belief. Acknowledged team leader, trainer and motivator with impeccable integrity. Fine-tuned analytical and problem solving skills. Excellent verbal and written communication.

**Key Strength Areas**

● Financial Accounting & reporting ● **Credit Control / Collections**● Payables & Receivables Management

●Budgeting ● Statutory and Internal Audit ●Cash /Fund Flow ● Cost accounting ● Taxation ● MIS reporting

● Cross Functional Coordination● **VAT Reporting**



**PROFESSIONAL EXPEREINCE**

**Noor Travel Tours & Tourism Agency, Saudi Arabia March 2015 –July 2018**

Division of Salman Group of Companies, one of the renowned Industrial Group of Kingdom of Saudi Arabia

**The Chief Accountant (Account In-charge)**

* Supervising the accounting team.
* Monthly VAT report.Sales & Purchase total reconciliation of accounts calculating VAT.
* Basic accounting functions. GL controlling accounts & Month end JV’s.
* Financial objectives, systems, policies & procedures and internal financial control.
* Strategic financial planning & cost control. Liquidity management & budgeting.
* Analysis of financial, operational & sales data - Cost curb measures.
* Customers & vendors productivity reports.
* Documents verification, recording of liabilities & timely reconciliation of vendors accounts
* Preparing and submitting analytical MIS reports as per defined periodicity.
* Weekly payments under Billing & Settlement Procedure (BSP) & NON-BSP. Agency Debit Memo & Credit Memo (ADM / ACM) accounting & disputes.
* Ensure long term commitment from the customers by focusing on the breadth of product usage and how this can benefit and add value for the customer
* Adopt a proactive approach looking for opportunities within existing customers to ensure ‘lock in’ and drive incremental business, highlighting selling opportunities for Travel port products and services to the Sales Team
* Input to the Customer Account Plan, assisting with development plans for increased revenue generation
* Final Accounts- Profit & Loss, Balance Sheet etc.
* Support CFO in ensuring that intercompany cost allocations are in line with management agreements and transfer pricing policy

**EARLIER ASSIGNMENTS**

**FCmTravel Solutions India Pvt. Ltd., Gurugram, India Jul 2007 –March 2015**

FCM Travel Solutions is the corporate travel business of the Flight Centre Travel Group. The company is headquartered in Brisbane and operates a network spanning over 90 countries across Europe, Middle East, Africa, Asia Pacific and the Americas.

**The Team Leader -Forex, Finance &Accounts**:**Mar 2013 – March 2015**

**The Team Leader, Credit Control and Collection:Jul 2007 – Feb 2013**

* Managing finance and accounting operations in compliance with accounting principles with focus on total accuracy and correctness of accounting entries.
* Drawing operations budget and implementing internal controls to contain expenses within budgetary parameters.
* Implementing credit control all over India and driving collection initiatives to realize outstanding payments within agreed time schedules to achieve monthly collection targets.
* Maintaining effective coordination with marketing & sales function and updating the file personnel with outstanding payments with age wise analysis to ensure aggressive pursuit of collections.
* Monitoring funds position regularly and scheduling payments to vendors and service provider’swhilemaintaining balanced liquidity position.
* Authorizing Bank Payment on behalf of Foreign Exchange Headand efficiently managing ForeignRemittances.
* Conducting reconciliation of debtors/creditors’ accounts and passing adjusting entries to eliminate discrepancies. Carrying out bank reconciliation periodically to keep the account straight.
* Regularly monitoring outstanding status of various clients and realigning credit limits accordingly.
* Preparing and submitting analytical MIS reports as per defined periodicity.
* Initiating legal proceedings against chronic defaulters to recover the dues with interests.
* Conducting training sessions for newrecruits and integrating them with the system.
* Successfully handled all the Business Travel Accounts (BTA) of the Branch and the Global Corporate including than 40 high billing fortune 500 companies like Coke, Cairn India, BD, Pepsi, Coke, Nestle, Adobe, HCL, JCB, WPP Group, Unitech Wireless, Greenply Industries, LG Life Science, Fidelity Group and others asTeam Leader, Credit Control and Collection.
* Efficiently managed collections through Credit Card / CPC Card / Corporate Card / BTA Card payment of company and ensured timely recoveries of Credit Card Payments.
* Maintained regular coordination with sales, collection and operations sections for business growth, portfolio health and liquidation of outstanding payments.
* Facilitated changes in credit control strategies by providing vital inputs gathered through market feedbacks.
* Performedfortnight and month end close procedures for Account Receivable as per deadlines set by Higher Management.
* Demonstrated professional strengths in analyzing DSO targets, credit concepts and Debt collection skills.

**Achievements**

* Maintained a zero credit input ratio since joining and ensured zero bad debts for allocated portfolio
* Adjudged as the ‘Best Performer’ (Employee of the Quarter) two times.

**Kuoni Business Travel India Pvt. Ltd. Nov 2005 – Jun 2007**

**(at their Shared Service Centre-Gurugram, India)**

**Kuoni Travel** is a [tourism](https://en.wikipedia.org/wiki/Tourism) company, operating various services including [Charter](https://en.wikipedia.org/wiki/Charter_airline) and scheduled passenger [airlines](https://en.wikipedia.org/wiki/Airline), [package holidays](https://en.wikipedia.org/wiki/Package_holiday), [cruise lines](https://en.wikipedia.org/wiki/Cruise_line), and [hotels](https://en.wikipedia.org/wiki/Hotel).The company specializes in luxury and tailor-made travel to both the business and consumer markets, as well as related services such as visa processing, to destinations around the world across nine different geographic regions. One of the Top Most TMC of the Globe

**Senior Associates-Account Payable**

* Tracked funds position and processed suppliers’ bills for remittance after all statutory deductions and adjustments. Prepared/submitted MIS reports and statement of variance of expenses and revenues. In addition handled other jobs as assigned from time to time.

**EXCEL ENTERPRISE,**  **Feb 2001 – Oct 2005**

A Merchant Exporter and Trader of all types of Yarns handling all the Leading brand of North India i.e. Vardhman, Winsome, Abhishek, Malwa, Oswal, Garg etc.

**The Officer in Charge, Accounts& Administration**

* Effectively handled wide range of accounting activities viz Accounts Payables & Accounts Receivables; scrutiny/ reconciliation of accounts , purchase /stock accounts, MIS reporting , handling DEPB matters etc
* Prepared /filed Sales Tax /Service Tax/Excise Returns in time

**UJALA GROUP OF COMPANIES, LUDHIANA, INDIA** **May 1995 –Jan 2001**

**The Branch Accountant, Accounts & Finance**

* Efficiently managed branch accounting operations with periodic reporting to the HO.



**EDUCATION**

* Master Science (I.T.), Punjab Technical University, Jalandhar, Punjab, India.
* M.B.A. (Finance), NIM, Ahmedabad, Gujrat, India.
* Bachelor of Commerce, A.R.S.D. College, University of Delhi - 1995
* Intermediate, C.B.S.E. Delhi - 1992
* Matriculation, C.B.S.E. Delhi - 1990

**IT SKILLS**: Ms Word, Ms Excel, Tally-6.3, SAP FICO (R/3), ERP,Windows 98 / 2K / NT



**PERSONAL PROFILE**

**Date of Birth** : 20th April, 1972

**Languages Known :** English & Hindi

**Nationality :** Indian

**Marital Status :** Married

**Visa Status :** Tourist Visa

**Driving License :** India, Saudi Arabia