**C U R R I C U L U M** **V I T A E**



**Venkatesh**

**Email:** **venkatesh-393193@2freemail.com**



**EXECUTIVE SUMMARY**

**Results driven and self-motivated Financial Management, Accounting and Administration Professional with more than 20 years’ experience with multinational and private companies; strong work ethic, staff management & leadership skills and possessing the confidence and the proven record to work independently or as a part of a team; excellent in multi-tasking, organisational, analytical, interpersonal, confidential in information, and communication skills as well as a thorough knowledge of the industry and the accounting & reporting standards.**

**Currently, looking for a ‘Managerial / Leadership position in Finance & Accounts Management’.**



**STRENGTH AND COMPETENCIES**

* **Develop and manage Budget & Forecast**
* **Finalization of Accounts & Audit preparation**
* **Develop long-term business plan**
* **Better in Banking relation and LC matters**
* **Internal and External Audits**
* **Management Reporting**
* **Finance & Accounts Management**
* **Month, Quarter and Year End closing & reports**
* **Effective Working Capital Management**
* **Credit Control Management**
* **Controllership and Decision support**
* **Administration, Operations & HR management**

**Fusion, Infos, Tally – better knowledge in accounting software’s - MS Excel & other MS office packages Information Technology management & software implementations**



**PROFESSIONAL EXPERIENCE**

**Position** **: Accounts & Finance Manager**

**Period** **: 13 years, Nov 2005 to till date**

**Responsibilities: Financial Management, Accounts up to finalisation, Internal & External Audits, Office Administration, HR & IT Management, Accounts Receivable, Accounts Payable and Credit control Management. .**

**Financial Reports : Preparation of Trial balance (finalize Trial Balance with supporting schedules), Profit and loss Statement, Balance sheet and Management Reports.**

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**Cash Flow Analysis: Close monitoring on inflow of funds and scheduling the payments to avoid any uncertain conditions.**

**Accounts Payables: Handling suppliers, ensuring data input are correctly coded to credit terms and procedures. Checking invoices with their relative documents and approving the invoices for posting in system. Scheduling and Monitoring PDC’s, Trade Finance payments.**

**Accounts Receivables: Fixing of credit terms for customers, Ensuring invoices with relative documents and approving the same for posting in system. Effectively maintained overdue receivables to less than 10% without any bad debts.**

**Bank Reconciliation: Ensuring bank entries are systematically and accurately entered in the system with correct GL and Cost Code. Reconciling the bank statement on regular basis.**

**Value Added Tax: Responsible for registration with FTA and submission of Periodic Returns.**

**Trade Finance: Import LC; Trust Receipts, Export LC negotiation, Discounting, Collection Documents Acceptance, Discounting Cheques, Monitoring bank facility utilization, Bank Guarantees, Forex Currency rates negotiation, renewal of bank facilities, any other issues related to the company accounts.**

**General: Preparation of all aspects of accounting entries, General Ledgers, Monthly closing entries. Ensure reconciliation of all sub ledgers and general ledgers is performed on regular basis. Ensuring accurate accounting of transactions and finalizing books of accounts including monthly, quarterly and yearly on timely closing of books. Measuring organizations’ function by producing MIS reports on various financial parameters.**

**Management Reports: Preparation of the reports like Cash flow, Bank facility utilization, Monthly & Weekly collection forecast, Monthly debtors and creditors ageing analysis, Sales and customer wise analysis reports, Advance payment schedule, Usance LC maturity and collection.**

**Liaison with auditors: Leading the auditing process and represent on behalf of Management team to providing all the required documents.**

**Administration: Handling of Staff Personal Files, Visa Renewals, Trade License, MOA, MOFI, Insurance activities related to property, vehicle, medical etc.,**

**Miscellaneous: Preparation of budgets and financial forecasting as well as monitoring progress against budget. Controlling expenses in alignment with the set budget and developing monthly expenses report. Periodic entries related to Depreciation, staff cost calculations**

**Position**

**: Accountant**

**Period**

**: 2 years, Dec 2003 to Nov 2005**

**Funds flow management- day to day review of Accounts receivables and follow-up, Accounts payables Monthly Funds Flow Reports, Profit & Loss Account and Balance Sheet**

**Liaising with Banks, Bank Guarantees, LBD, Facility Renewal Etc.,**

**Import & Export Letters of Credit-Opening, Negotiation & Documentation Project costing and Job costing**

**Preparation of Annual Budgets**

**Quarterly analysis of variance- actual against budget – including Job cost against estimated cost.**

**Inventory Control- monitoring import purchases, verification of material issues to various jobs, quarterly physical verification of stock etc.**

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**Companies Worked:**

**June 1992 – Dec. 1993 – Chandran & Raman, Chartered Accountants, Chennai, India**

**Jan. 1994 – July 1995 - RPK Alloy Steels P Ltd, Chennai**

**Aug. 1995 – Nov 1995 – Srinivasa Mining Co Ltd \*\* - Chennai**

**Dec 1995 – July 1996 – Tamarai Mills Ltd \*\* - Chennai**

* + **Group Companies transferred from one unit to another unit.**

**Aug 1996 – Oct 2003 – Ramco Super Leathers Ltd, Chennai**



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|  |  | **EDUCATIONAL QUALIFICATIONS** |
|  | **ACADEMIC QUALIFICATION** | **Bachelor’s Degree of Commerce from University of Chennai,** |
|  |  | **(D.G.Vaishnav College) Chennai.** |
|  | **TECHNICAL QUALIFICATION** | **PGDCA at Datamation Computer Consultants, Chennai.** |
|  |  | **C++, Java Certificate courses completed at Tata InfoTech,** |
|  |  | **Chennai.** |



**PERSONAL I NFORMATION**

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| --- | --- | --- |
| **Nationality** | **:** | **Indian** |
| **Date of Birth** | **:** | **21st April 1972** |
| **Visa Status** | **:** | **Transferable Employment Visa** |
| **Driving License** | **:** | **UAE License Valid till 26.10.2024** |

**Dubai**

**VENKATESH**

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