

SRIKANT

**Address:** Dubai, UAE

**DOMAIN EXPOSURE: IT SOFT W AR E | HEALT H CAR E | CONS T RU CT ION | LOGISTI CS & SUPPLY CHAIN | COURIER & CARGO SERVICES | BPO & CALL CENTRE**

**PROFILE:** Having 22 years of experience, seeking a senior level assignments as Senior Accountant | Chief Accountant | Accounts Manager | Accounts & Admin Manager with an organizations of high repute that will accomplish both personal as well as professional goals & objectives.

**EXPERT SKILLS:** Self-motivated and results-oriented industry professional backed by 22+ years of verifiable year after year success in Reporting & Analysis | Financial Management | Cash Flow Management | Financial Accounting | Liaison / Negotiations | Account Finalization | Statutory Compliance | Variance Analysis | Cost Reduction/Audit, while implementing effective systems and processes to drive budgetary discipline.

## EXECUTIVE SUMMARY\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

**CORE COMPETENCIES**

* Book Keeping
* Financial Management / Working Capital Management
* Cash Flow Statement
* MIS Reporting
* Budgeting/Forecasting
* Variance Analysis
* Payroll Management
* VAT Return filing
* Office Administration
* Team Leadership

**EDUCATION & CREDENTIALS**

* **MBA,** Sikkim Manipal University of India,

**Pursuing**.

* **LLB,** G M Law College, Utkal University, 2000.
* **PG Diploma** in Computer Applications Course**,** CMC Ltd. New Delhi, 1996.
* **Bachelor in Commerce,** Ekamra College, Utkal University, 1995.

**Trainings Undergone:** Oracle Financial Modules (2011) Soft skill development program (2012).

**PERSONAL SNIPPET**

**Date of Birth:** 5th Jul 1974

**Nationality:** Indian

**Linguistic Abilities:** English, Hindi & Odia **Driving License:** UAE, Automatic Gear for Light Vehicle, valid till Sep 2020

* **Profile:** Result oriented professional with qualitative experience in Finance industry across strategic planning, corporate finance and accounting operations.
* **Experience:** Extensive experience in optimizing business operations, managing a wide range of financial, operational, budgeting functions.
* **Efficiency:** Skilled in analyzing and managing cash flows as well as predicting trends and reporting on factors influencing business performance.
* **Exposure:** Conceptualizing and implementing financial procedures, including internal financial systems and controls.
* **Proficiency:** Adapt at establishing financial management processes to minimize financial risk and increase revenues
* **Key competencies:** Defining SOP’s and introducing well-defined accounting systems along with internal controls for systematic conduct of business.
* **Leadership:** Versatile leader with exceptional organization skills, excellent communication, presentation and interpersonal skills, capable of resolving multiple and complex issues and motivating staff for improvement.
* **Technical Skills:** Tally ERP, Oracle EBS Financials Modules, Oracle Hospital Information System; MS Office (Word, Excel, Power Point, Outlook)

## P R O F E S S I O N A L E X P E R I E N C E

Date of Joining : 26th September 2010

Date of Leaving : 14th October 2019

Nature of Business : IT Solution & Service Provider Post Designated : Sr. Accounts & Admin Executive

Reporting Boss : Financial Controller & EVP Head of Operations of Dubai Office Place of Work : Dubai Internet City, Dubai, U.A.E.

# K E Y D E L I V E R I A B L E S

**F I N A N C E & A C C O U N T I N G O P E R A T I O N S**

* Systematized accounting procedure involving finalization of balance sheet and compliance with internal & external audit, ensure error proof accounting as per statutory accounting and its reconciliation.
* Prepared variance analysis & statement of cash flows for internal/external reporting and provide financial overview & leadership for all major operating activities including development of business/profit plans.
* Articulated financial strategies for accurate estimation and forecasting; planning and implementing annual budget; tracking and analyzing outcomes and allocating monetary resources.
* Maintained seamless liaison with business unit’s director of development and other senior management to implement and upholding fiscal plans for projects and departments.
* Accountable for tax implementation for all business and group as well as actively dealing the group’s cash flow through accurate historical reporting and robust forecasting.
* Confirmed timely and accurate invoicing for the services provided to the Clients.
* Contributed in the continuous follow up for timely collection of outstanding receivables as well as supervised in preparation of periodical financial report & analytical reports, highlighting deviation between Budgeted & Actual.
* Safeguarded that remedial action is taken in each of the functional areas impacted and cost optimization.
* Supervised monthly staff payroll processing in line with WPS & Non-WPS requirements.
* Drove significant efforts in systematically maintaining books of accounts by scrutinising ledger accounts regularly.
* Handling monthly reconciliation of Bank Accounts, Payables, Receivables, Prepaid Expenses, Fixed Asset & Depreciation, Inter Related Company Account and Provisions etc.
* Maintained Project wise costing sheet & formulating and monitoring the implementation of budgets and budgetary controls.
* Presented various MIS reports to the management, including bills receivables, collections, Cost of goods sold, project level and business unit level margins and projected billing pacing sheet etc.
* Prepared entire audit schedules for the year end Statutory Audit. Coordinated with Auditor for timely closing Statutory Audit after discussing and finalizing on the audit observations with Financial Controller.
* Managed the timely VAT return filing for all the entities in UAE as well as handled the accountability for the KYC update and renewal of Credit Facility with Banks.
* Oversee various bank guarantees, FDs and properly managing the bank facility.

**H R & A D M I N I S T R A T I O N**

* Studied offer letters for the new appointments and safeguarded compliance with employment related laws.
* Interacted with department heads, ensuring all company policies and procedures are adhered.
* Authenticated end of service benefit payment and ensured compliance of visa cancellation process.
* Maintained renewals / registration requirements of all important documents are up to date at all times. Directed all lease agreements and make sure they are renewed timely after duly endorsed.
* Accomplished various AMC with the service providers ensuring infrastructure needs are met and routine.
* Communicated with insurance companies for various insurance policies (Staff medical insurance, Business Comprehensive Insurance, Professional Indemnity & CGL) and ensured timely renewal of cover.
* Authenticated the purchase requisitions received from different department, getting quotations, negotiating, finalizing the vendor and finally issuing required PO based on the approvals from the higher authority.

# C A R E E R G L I M P S E

**PREVIOUS EMPLOYMENT: I**

Name of the Company : **M/s RAJ ROCKS LLC.**

Date of Joining : 10th April 2010

Date of Leaving : 23rd September 2010

Nature of Business : Aggregate, Road base & Sand Crusher Company Post Designated : Sr. Accounts Executive

Place of Work : Fujairah, U.A.E.

**PREVIOUS EMPLOYMENT: II**

Name of the Company : **M/s GOLDLINE CONTRACTING LLC.**

Date of Joining : 21st March 2007

Date of Leaving : 31st March 2010

Nature of Business : Construction of Civil & MEP Post Designated : Senior Accountant

Place of Work : Dubai, U.A.E.

**PREVIOUS EMPLOYMENT: III**

Name of the Company : **M/s HYPERQUALITY INDIA PVT. LTD.**

Date of Joining : 1st June 2006

Date of Leaving : 16th March 2007

Nature of Business : BPO unit in Quality Control Post Designated : Senior Finance Executive

Place of Work : Gurgaon, Haryana, India.

**PREVIOUS EMPLOYMENT: IV**

Name of the Company : **M/s MAX HEALTHCARE INSTITUTE LTD.**

Date of Joining : 7th October 2001

Date of Leaving : 31st May 2006

Nature of Business : Healthcare Services

Post Designated : Accounts Executive

Place of Work : New Delhi, India.

**PREVIOUS EMPLOYMENT: V**

Name of the Company : **M/s GATI LIMITED**

Date of Joining : 5th July 1999

Date of Leaving : 6th October 2001

Nature of Business : Cargo Services

Post Designated : Executive Accounts

Place of Work : New Delhi, India.

**PREVIOUS EMPLOYMENT: VI**

Name of the Company : M/s LABH CONSTRUCTION LTD. Date of Joining : 5th May 1997

Date of Leaving : 19th June 1999

Nature of Business : Civil Construction

Post Designated : Cashier cum Accounts Assistant

Place of Work : New Delhi, India.

**CONTACT**

Personal Contact : [srikant-394800@2freemail.com](mailto:srikant-394800@2freemail.com)

Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504973598

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

**DECLARATION:**

I hereby declare that the information furnished above is true to the best of my knowledge and references for the same will be provided on instruction.

Place: Dubai Srikant