

**Maloy**

**E-mail:** **maloy-395042@2freemail.com**

**Profile:** Qualified Finance & Accounts Professional with 20 years of proven work experience in Financial Management, Accounts Finalization, MIS Reporting, Project Feasibility, Budgeting, Planning, Forecasting, Costing, Management Functions, Administration and People Management. Possess excellent organizational, analytical, communication, problem solving and PC skills

**Personality:** A dedicated team leader, who can bring: additional professionalism, passion, productive ideas, enthusiasm and out of the box thinking packed with practical work experience. Also a trustworthy colleague capable of dealing with constant challenges and leading change.



**Education**

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| **Master of Business Administration** | **1998** |
| *Central Western University, Texas, USA* |  |
| **Master of Business Administration – Finance** | **1986** |
| *Sambalpur University, Orissa, India* |  |
| **Chartered Accountant** | **1985** |
| *Institute of Chartered Accountants of India, India* |  |
| **Bachelor of Commerce** | **1984** |
| *Sambalpur University, Orissa, India* |  |
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| **Career Progression** |  |
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| **Finance Manager** | **Mar 2017 – Feb. 2019** |
| *Dubai, UAE* |  |
| **General Manager** | **Oct. 2011 – Dec. 2016** |
| *Dubai, UAE* |  |
| **Finance Controller** | **Aug. 2009 – Aug.2011** |
| *Sharjah,UAE* |  |
| **Finance Manager** | **April 2007 – Aug.2009** |
| *Dubai, UAE* |  |
| **Chief Accountant** | **July 2004 – Mar. 2007** |
| *Dubai, UAE.* |  |
| **Accounts Manager** | **July 1998 – Feb. 2004** |
| *Canada*. |  |
| **Finance Manager** | **April 1991 – Dec. 1995** |
| *Dubai, UAE.* |  |
| **Accounts Officer** | **Aug. 1986 – Feb. 1991** |
| *Orissa, India* |  |

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**Proven Job Role**

**Financial Functions:**

* Participate in formulating group financial policies and procedures.
* Spearhead team of finance professionals and prepare, review and analyze monthly and annual financial statements- audits.
* Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
* Manage financial planning, budgeting and project cost analysis, implement cost control measures and liaise with auditors.
* Examine and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
* Develop, maintain, and analyze budgets, review periodic reports that compare budgeted costs to actual costs. Forecast overhead rates for pricing of the product.
* Plan, organize & forecast for achieving monetary success in limited resources.
* Develop financial forecast for capital budgeting, accounts receivables, payables, cost accounting systems-procedures, fixed assets ledger and capital expenditure.
* Supervise procurements and purchases, store and purchase coordination inventory control.
* Pro active role on Corporate Finance.
* Liaison with bankers, professional firms, consultants and other financial institutions.
* Procurements of funds and its optimum utilization.
* Well versed with the RERA – Trust Account regulations for the Law No. 8 of 2007 concerning Real Estate Development.

**Accounting Functions:**

* Finalization & presentation of Books of Accounts in compliance with International Accounting. Standards (IAS) and International Financial Reporting Standards (IFRS)
* Develop; implement document record keeping and accounting systems using computers.
* Monitor all general ledgers accounts together with costing efforts and its supporting transaction documents. Report to management regarding the finances of establishment.
* Prepare financial statement for submission to the Banks/Financial Institutes and monthly/quarterly budgetary report which includes Sales Forecast to Statutory Authorities.
* Customer follows ups and management of creditors.
* Close stock take for the year end and submit the excess/shortage with quantity and value to the Management. Liaise with external and internal auditors.
* Coordinate and supervise the various accounting functions assign to staff and provide necessary guidance & instructions to achieve desired result.
* Analyze daily production reports, review each job cost centers to maximize the productivity.
* Design & implement all internal systems, recruit, hire and train personnel and convert manual system to computerize accounting system.
* Develop and install effective job cost system which leads to major improvement in pricing.

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**Project Accounting:**

* Project costing and construction accounting.
* Cost monitoring & analysis.
* Active role with the running projects, coordinating with procurement, engineering and project management to produce cost estimates, actual and variance reporting, budgets and cash flows.
* Analysis of variance and corrective measures; Cost comparison with Priced BOQ.
* Review of variations and claims and checking for their approval.
* Compliance with budgets/forecasts and assist with monthly financial statements
* Financial reporting on on-going development projects.
* Review and verification of contractor payment certificates.
* Liaison with Project Consultants , Contractors & Master Developers.
* Financial closure of completed projects.



**Computer Skills**

* ERP/Accounting Package – SAP R/3 (Fi/Co), Oracle – Financials(11i), Accpac.
* Peachtree & Tally.
* Microsoft Office.



**Personal Details**

Nationality

: Canadian

Driving License

: Light Vehicle

Date of Birth

: 26th October 1962, Married

Reference

: Furnished promptly upon request**.**

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