**CURRICULUM VITAE**

**Naveen kommera**

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**HYDERABAD- INDIA**

**PERSONAL SUMMARY**:

**Over all 19+ years experience in Finance&Management Accounting. Retail, Logistics, manufacturing, Construction, Healthcare, Automotive**

**Directs & controls the financial activities**, **Responsible for initiating and implementing the Accounting and Finance strategies of the organization** and to provide finance reports and budgets to achieve the goals of our growth focused healthcare training company. With the responsibility to identify revenue, manage costs in order to achieve the desired EBITDA. Forecast preparation, P&L /Balance sheet/ **CAPEX /OPEX MIS** reports forecast legal regulations, standards, policies and procedures Liaises with management, internal auditors, and external auditors

Good Knowledge of GAAPStatutory compliances:**GST** - Monthly filings, reconciliations & payment**TDS** - Review of workings, payment on date and filings  
**Professional Tax**, ESI & PF - Review of workings and payment on date,

**JSP Group Mar 2019 to till date**

**Head Accounts- Finance & Operations Hyderabad**

**JSP Group** Authorized Exclusive **Dealers for Two wheeler and four wheelers** automotive dealers & Manufacturer **& properties. &** **development of constitution.** The major cities Chennai and Hyderabad and Bangalore.

**Responsibilities**:

* **Develops financial well-being of the organization** by providing financial projections and accounting services, preparing growth plans, and directing staff.
* **Develops finance organizational** strategies by contributing financial and accounting information, analysis, and recommendations to strategic thinking and direction and establishing functional objectives in line with organizational objectives
* **working in Accounts, Financial Management**, Taxation Budgeting, Compilation of Accounts, Statutory/Internal and CAG Audit, Preparation of MIS, Treasury Managementrevenue &P&L reporting
* Responsible for financial and management functions including the review of systems of internal controls and financial procedures and providing advice to the business units on all financial matters
* Ensure efficient running of the accounting and information department.
* Responsiblefor internal and statutory **audit of the companies.GST** **Monthly reconciliations & payment**
* **Plan and control of overhead** **expenditures** and financial results established long term objectives.
* **Analyze monthly financial results**, quarterly forecasts, performance review and annual budget, yearend reporting and year end package.to Day Account Control and Annual Account Finalization
* Establishes finance operational strategies by evaluating trends; establishing critical measurements; determining productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; and implementing change.
* **Monthly follow up with bankers Payouts and insurance and day to day TR payments.**
* **Complete Internal Audit .Cost Audit**, Statutory Audit & Tax Audit Involving and supporting Income Tax Annual Return. Identify and fix gaps leading to expense and revenue leakages.
* Prepare monthly stock ageing report -Customer insurance & vehicle TR issues and monthly payouts flow up
* Involving and preparing banking process -Cash management
* Work closely with **Sales Manager to follow up budget and forecast** as well. Sales tracker Sales strategies
* Responsible for monthly financial reports. Analysis of operating expenses and revenue.
* **Control company expenditure and financial status. Involving HR & Administration.& payroll**
* for internal and **statutory audit of the companies.GST Monthly reconciliations & payment TDS Every 6 months complete Internal Audit Cash flow, Budgets ,Cost analysis,**

**Piramal Group March 2016 to Feb 2019**

**Head Finance –Accounts & Operations Hyderabad -Vijayawada**

**PSMRI is a Healthcare** based in Hyderabad. Founded in 2007, Piramal Swasthya is a part of Piramal Group and works towards making Healthcare accessible**104 ambulance services with the Andhra Pradesh Government**  Piramal Swasthya is present across **India in 14 state MMUs** with a 3400 +strong force comprising of Doctors and specialists. Our innovative technology based solutions.

**Responsibilities**:

* **Designing and implementing** financial plans formulating need-based business plans; policies and procedures to facilitate internal financial control; providing strategic inputs; Internal controls through **SOPs,**
* **Develops finance organizational** strategies by contributing financial and accounting information, analysis, and recommendations to strategic thinking and direction; establishing functional objectives in line with organizational objectives.
* **Responsible** for timely Preparation & Finalization of monthly, quarterly & annual accounts of the company, **Day to Day Account Control and Annual Account Finalization.**
* Monitor capacity utilization and take steps to ensure optimization; develop expansion and infrastructure development plan  Review all processes to identify and **fix gaps leading to expense and revenue leakages.**
* **Responsible** for internal and statutory **audit of the companies.GST** Monthly reconciliations & payment TDS **Every 3 months** **complete Internal Audit .Cost Audit, Statutory Audit & Tax Audit** Involving and supporting Income Tax Annual Return. **Every 6 months** **Andhra Pradesh & Rajasthan Government** Audit for **Operations and supply for medicines as per Government act. Monthly reports submit to DMHOS officers.**
* **PSMRI controlling 299 Mobile Medical Units (MMUs)** **ambulance services in andhra pradesh**
* **Develops financial strategies** by forecasting capital, facilities, and staff requirements; identifying monetary resources; and developing action plans.
* **Monitors financial performance** by measuring and analyzing results, initiating corrective actions, and minimizing the impact of variance
* **Controlling Mobile Medical Units (MMUs) Fuel consumption Reports weekly basses.**
* **Supervising** Vendor payment processing, accurate accounting, ledger scrutiny & internal **cash flow management.**
* **AR flow up** with Suppliers weekly basis ,And submit AR reconcile report monthly basses,
* **Support Management** by providing timely and accurate payments and accounts information. **Investigating circumstances** of non-payment basses on **MIS report** submit to management,
* **Monitor Funds** Flow And Cash Flow Statements and ensure Optimum Utilization of Available **Funds Tracking** and maintaining overheads budgets and analyzing the same
* **Management** of all accounts and the financial aspects of asset control with responsibility of compliance with local **statutory compliances**& regular monitoring financial performance
* **Cost Control & Expense Management**. Handling deliverables related to Board & Management.
* Lead and coordinate with all other department the preparation of annual **operating budget and developing** business plans for the company.
* Ensure all contracts are reviewed **periodically and negotiated for cost savings** drive cost savings as per targets.
* **Review the financial** aspect of operational decisions, such as marketing initiatives & proposals recommended for approval by Executive Management Committee **Review pricing proposals & provide financial approval**
* **Drive the business planning & budgeting process** by developing and deploying a framework for plans & budgets Provide assumptions & guidelines for budget preparations and oversee the budgeting process , **Process payroll in a timely manner**
* **Project Finance**& CAPEX Management&OPEX, Vendor & Customer management
* **Multi -Banking** co-ordination& funding - Daily Cash & Bank Management issues
* **Co-ordination** with **Internal and external auditors** for providing necessary data to auditors including schedules, samples and other deliverable,
* **Prepare invoice and submit to Andhra Pradesh Government**   **bass’s on MIS** report.
* Recons vendors GL s. CR/DR Physical verification of **Fixed Assets** at regular intervals and reporting of variances
* **Ensure timely closure** of books of accounts on a monthly, quarterly, half yearly and annual basis.
* Transactions Ensure that **accounts** payable are paid in a timely manner
* **Share the monthly performance** with the senior team members and make action plan for performance improvement. Support staff regarding policies, procedures.

**Sri Giri Infratech and Constructions Pvt. Ltd Jan 2015 to Feb2016**

**Head Finance & Accounts Hyderabad/ Pune**

* **Sri Giri** was established during the year 2005 Company in the field of Infrastructure Development activities Foundation of the Company is built on the heritage of various Landmark Infrastructure Projects consisting of Construction and Roads ,

**Responsibilities**:

* **Designing and implementing financial** plans formulating need-based business plans; policies and procedures to facilitate internal financial control; providing strategic inputs; for maximizing profitability, revenue generation and realize organizational goals Co-ordination with other functions for effective closure,
* **Employee records maintaining**/ Co-ordination with HR/ Management Maintaining labor report with all contractors on daily basis, co-ordination with the **site** **accountants** and **site managers.**
* Monthly outstanding list preparation, **maintaining all labor suppliers records etc**
* **Verification of Expenses** submitted by **site** Supervisor/ Engineer/ in charge/ Project **Manager**
* **Regular follow up with client** \ Contractors for settlement of all commercial issues
* Preparation of cash & bank vouchers of receipts & payments preparation of cheques for payment of vendors Monthly cost statement preparation
* **Funds requisition**, preparation, implementing & maintaining appropriate cash-flow in coordination with management.
* **Co-ordination with Internal and Statutory auditors for Providing necessary** data to auditors including schedules, samples and other deliverable,
* **Preparation of the Annual Financial** Plan and Working Capital Requirement for the projects.  
  Gathering fund requirements and utilization report from respective project & analyzing & transferring the fund. **MIS reports and other management reports**,
* **Controlling infrastructure** raw materials/ daily bases of cash flow for controlling infra payments
* **Design and implement** and process for balance confirmation of **AR balances** and reconcilemonthly basses&direct interfacing with customers on collection matters resolution
* **Bill Checking** with the purchase order and goods received note.Timely planning and execution of Tax **audit** and Transfer pricing audit with coordinate support from Tax team  Oversee and **Monitor and controlling Budgets and Forecast,**
* Drive the **taxation function** at the corporate level by developing overall tax Strategy in terms of effective tax planning. timely filing of returnssuch As **Income Tax, TDS, VAT, Service Tax** **All accounting close** and **effective finalization** reporting deadlines established by corporate and local regulations are met consistently and on a timely basis.Support of daily work flow including load coverage and customer issue resolution,Review and approve all business expense reports and **all vendor** invoices. recons vendors GL s. CR/DR
* **Monitor Funds Flow** And Cash Flow Statements and ensure Optimum Utilization of Available Funds Tracking and maintaining overheads budgets and Analyzing the same,
* **Multi -Banking co-ordination& funding** preparation of documents & working capital and **CPAEX  and OPEX P/L statements , Balance sheet** and recon all bank statements daily bases , Oversee and monitor the preparation of financial statements
* **Monitor daily** cash/petty cash and Accounts operations for all Sites &controlling admin and supporting HR deportment payroll issues**.**Validate and authorize Book keeping, Preparation of Vouchers (Cash payment, Bank payments, Materials purchased/received or any other site related payments etc

**KLT Automotive &Tubular Products Limited Pretoria – South Africa Sr, Manager Finance & Accounts Mar2009 to Sep 2014**

* The **KLT Manufacturer** for automotive products, precision tubes, chassis frames, chassis components and body components/ assemblies manufacturer like **General Motors** - **FORD south Africa**

**Roles & Responsibilities include:**

* **Accounting/Finance** designing, improving and implementing the operational process sys
* Within the team as well as assisting **the group IT/Admin resources in implementing** such solutions**.**, **Funding, Cash flow, Budgets ,Cost analysis Audit process** and ,associated activities **Taxation** Identify problem areas and risk mitigation\
* **Handling Reserve Bank of SA queries** for **export/import matters** and carrying out all correspondence with the **bank for LC Opening, B.D. Collection, Export document, Processing of Purchase Bills of Raw Material, Asset & Passing Bills of expenses i.e. courier, postage, traveling, consultancy etc, RA Bills of various** projects. **stock control & implementing** .**Preparing Import/Exports documents**
* Responsible for **Managing Accounting and Financial Systems**.
* Maintain full and accurate Accounting Records -**, Costing, Auditing and Accounts**.
* Financial Analysis and prepare detailed Financial Reports and Systems.
* **Preparing Annual budget and Forecasts aligned to Strategic Plan in accordance with the Guidelines**.
* **Total Financial Systems of the Organization &Project Finance, , Insurance, Budgetary Controls, and Secretarial, Corporate and Legal Matters.**
* **Financial Controlling, MIS, Budgeting and Statutory Compliance**.
* Coordinating in the preparation, maintenance and filing of projected P&L Account, Bills Discounting and Balance Sheet as required by bank authorities and financial institutions
* Fund’s Team G/L A/P, A/R,generated **P&L reports, Financial management**, financial **controls, budget, working capital and cash flow management CAPEX controlling ,**
* **Preparation of Budgets and various budgetary control reports-** analysis with Observations Sheet **sox** reporting. **Raw Material Analysis- Monthly & Quarterly Forecasting**
* Responsible for **new-product cost estimates** and providing recommendations for cost efficiency in **new-product design. auditing** treasury &**taxation functions**
* **Preparation of monthly management reports**, Preparation of financial report on a monthly basis Preparation of the annual group and company financial statements **Reconciliation** of supplier’s accounts General account queries**, Debit order control Bank** and Prepare monthly financial statements Prepare month end journals. Handle indirect tax and  **audits- Sales Data Analysis- Produce accurate financial plans meeting deadlines**
* Prepare **monthly stock ageing report** - calculation of obsolete inventory. Prepares/Reviews **Balance Sheet reconciliations** on Accounts Receivable, Lead and support the team's budgeting process Manage month end close for **revenue reporting** – investigate & resolve project data for **revenue/margin** anomalies in conjunction with company Finance & Operations staff- Ensure proper management of cell including establishment and monitoring of items such as solvency, **VAT resolved problems** ,
* Monthly **income** statement **Analysis of monthly expenses. Management** of the **monthly financial reporting process.**
* Ensure adherence to **standard policies and procedures of the business**
* Ensure smooth conduct of statutory and **internal audits &Processing**. Assistance with **implementation of financial processes in Client.**
* **Oversee reporting** and monitoring of organizational performance metrics.
* Payment of casual workers **weekly and monthly wages& supporting to VIP payroll reports. Ensure that relevant financial** data is presented to the team, **Provides guidance/training** to other Finance & Accounting.

**Tata Steel KZN Oct 2004 to Feb 2009**

**Manager Finance &Accounts Durban-South Africa**

**Tata Steel** **Manufacturer** has started on a **R650-million high-carbon ferrochrome plant** in Richards Bay on the KwaZulu-Natal coast. will produce 135 000 tons of high-carbon ferrochrome annually, The ferrochrome, **which is used in the manufacture of stainless steel**, will be exported to Tata Steel customers in Asia, Europe and the United States

**Responsibilities**:

* **Responsible for routine accounts to ensure compliance With Company's policies, internal control, procedure and applicable laws and regulations, handle entire accounting & Finance & HR team,**
* **Budgeting, MIS, Costing, Audit and TaxationVAT / E filing, PAYE, UIF & SDL**. Debtors & creditors and Vendor Management. Monthly analysis & Settlement of ageing of advances and payables, Monthly closure of trial balance Reconciliation Tax related to project payments **CAPEX controlling/ Handling Reserve Bank SA** queries and export/import matters Monthly P&L and Balance Sheet as per Companies Act **Bank /vendor/GL recons,/lead implementation of quality**
* Overseeing **finance** team control activities on AR/AP Overseeing of Maintenance of Fixed Assets Accounting **Banking and Treasury Management Control on Forex transactions** / Mortgage issues *of overseas* suppliers and customers follow **up** customers for payments. Payment allocations  **working capital and cash flow managementCAPEX controlling**
* Payment of casual workers **weekly and monthly wages& supporting**
* **Responsible for developing** and managing profitability targets, recommending investment and implementing business initiatives**internal and statutory audit of the companies,**
* preparation & Monitoring of Cost Budget with Contract Management including profitability of all projects **GAAP and IFRS, compliance/reporting** Implementing & monitoring of improvements areas raised by Statutory auditor **Bank Related documents & Daily Cash & Bank Management**
* Drive an efficient, effective and comprehensive process for developing financial plans and analysis that links to the strategic objectives. /**shift operations Handling Reserve Bank of SA queries** for **export/importInsurance, Budgetary Controls,**
* Develop and monitor the company’s annual budget and monthly
* **Preparation of Supplier Age** Analysis and making reports
* forecasts/outlooks, which shall include establishing budget tools, setting timelines and acting as project manager for the company, ensuring all budgets are accurate, comprehensive and completed on time

**Magnaflux Systems Electronics Manufacturing Pune-India**

**Asst Manager Finance& accounting Mar 2002 To Aug 2004**

**Roles & Responsibilities**

* General journal and **general ledger, A/P, A/R,generated P&L reports**,
* Financial management, financial controls, budget, working capital and cash flow management
* **Planning and Business Management - insight and direction on all financial matters**
* **Prepare and update** domestic and export product costs and transfer prices. Prepare and review **monthly income/expense** analysis. Prepare rolling **12 month forecast**. Monthly Production costs – **Assess**
* Supporting the **financial controller with CAPEX** financial planning and conducting the CAPEX **reporting** of the Group**-, financial analysis and cost and Management accounting**
* **Debit order control Bank** and Prepare monthly financial statements Prepare month end journals.
* **Preparation of Budgets and various budgetary control reports-MIS** analysis with Observations Sheet Undertake periodic checks of assets and stores are done, and prepare reports on the same for management

**SA Green Technologies Manufacturing Hyderabad-India**

**Accountant Apr 1998- Feb 2002**

**Roles & Responsibilities:**

* Primary responsibility is to prepare financial statements and supporting schedules according to

Monthly close schedule Facilitate and complete monthly close procedures

* Analyze revenues, commissions and expenses to ensure they are recorded appropriately on a Monthly basis Prepare monthly account reconciliations
* Assist with analyzing financial statements on a monthly basis and report on variances
* Assist with financial and **tax audits** submit monthly tax per pairing **supplier G/L, AP,AR, Creditors/Debtors**
* Assist with preparing tax returns and corporate reporting requirements
* Assist with quarterly **producer commission reports**; analyzing and correcting discrepancies
* Assist in documentation and monitoring of internal controls
* Other projects as assigned Ensure that all financial documents are accurately supported, approved and coded, and that all
* **cheque list, petty cash, Purchase Orders are maintained correctly**; Ensure that staff payroll administration is verified for accuracy, properly processed and that all

**Personal profile:**

Name : Naveen Kumar kommera

Marital Status : Married

Date of Birth : 15.09.1972

Location : Kothapet –Hyderabad-India

Gender : Male