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**R e s u m e**



**NARENDRA KUMAR SHARMA,** Indian, 53 years of age🖁 Dubai : +971-50-4630013; 971-50-5641450

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**QUALIFICATION : CHARTERED ACCOUNTANT (CA), LL.B. , B.COM (Hons).**

**EXPERIENCE SUMMARY : Total 27 Years**

**- 24 years in construction industry, mainly in UAE**., at very senior position such as Finance Director, GM Finance etc.

- **3 years in** Manufacturing and marketing organizations in UAE and in India.

**Expertise :**

High level expertise and knowledge in restructuring the companies and organization, evaluation of financial and investment proposals, capitalization, registration and setting up of private Joint-stock companies, Limited Liability Companies and Off-shore companies. Preparing companies for IPO by getting its due-diligence done and by formulating Policies and Procedures and putting in place Proper Organization structure in accordance with the Job Descriptions. Excellent knowledge of IFRS and US GAPP

**Highlights of the Career :**

1. Fund raising - successfully launching IPO, private placement, arranging Bank facilities at global level.

2. Re-structuring of the Organization.

3. Design and implementation of 3 ERP software during the tenure if last 17 years.

4. Prepared and implemented SOPs, many policies and procedures which enabled smooth functioning of the department.

5. Developed stronger relationship with existing bankers, explored many new bankers and struck excellent financing deals, got bank facilities for other regional and associate companies and overseas projects.

**TRIUMPH**E X P E R I E N C E : ***(Beginning with Current Employment)***

**CURRENT EMPLOYMENT**

**Title** : **Finance Director**

Employer : **M/S DRAKE & SCULL INTERNATIONAL pjsc, DUBAI**

A Public Joint Stock Company, which is one of the leading and diversified construction company in MENA region and having operations in the whole of MENA plus India, Germany, East Europe, China, Vietnam and Thailand. Turnover : AED 4.8 Billion

Tenure From Sept 2013 to till date, and earlier with the same company from April 2001 to May 2010 (details in the following pages). Total 12 years and still continuing

Job Profile : Independently handling the following three verticals :

1. Engineering (Electro-Mechanical and Infrastructure)
2. Waste Water Management and Energy (under the name of Passavant Energy and Environment GmbH, Germany 100% subsidiary of DSI)
3. Rail

Job Responsibilities :

Heading the Finance function for Engineering, Rail, Waste Water Management Divisions and getting reports from 11 different Finance Managers from Each area across the globe. Overall, heading a team of 85 finance professionals including Finance Mangers, Treasury officers, Analysts, Chief Accountants and Accountants spread across all regions of our operations.

1. **As Business Partner to Expand business :**

* As part of the Board of Management, play active role in expanding the business. Seek new business opportunities and play as a business partner. Review and recommend by doing proper due diligence, carrying out valuation and financial modelling.
* Evaluate joint venture proposals.
* Branching out into verticals and evaluating strategic alliances with partners, due the due diligence and evaluation.
* Head the Restructuring, mergers and consolidation process of the organization and its entities.

1. **Business Controls :**

* Evaluate all tender proposals above 100M $ thresh hold limits. Check the profitability and see that all costs have been taken care of in particular if the Tender is in a new territory and new country, evaluate client risk, country risk, currency risk etc. and see if a JV makes more sense. Carry out checks and financial reference checks on JV partners about their history and market reputation etc.
* Prepare Authority Matrix for Corporate and each individual company and area according to their business need and over all company policy. Timely review their efficacy and effectiveness and suggest modifications. Ensure that all areas or units are honouring their authorized limits.

1. **Financial Planning, Advisory, MIS and Controls :**

* Design and implement a proper Budgetary control Mechanism. Ensure its compliance.
* Head the design and implementation of a proper MIS system and ensure that it is rolled out at each individual entities so that reports are submitted t management timely and accurately.
* Conduct on a monthly basis monthly Business Review meetings with Financial Managers, Area Managers and MDs. Evaluate the progress, compare budget v/s actuals, take corrective actions wherever the faults are and ensure that a proper cost control mechanism is in place.
* Consolidation of accounts of group companies.
* Design, implement, modify and rectify accounting procedures and policies for all group companies.
* Evaluate the internal controls and overall weaknesses in the systems and taking the timely corrective measures.
* Review internal Audit Reports of each individual Area and entity and ensure that full compliance is done, internal control gaps are filled and there are no NCRs.

1. **Treasury and Arrangement of Funds :**

* Negotiate with Banks Financing arrangements for all entities at the corporate level.
* Ensure that adequate Financing arrangements are there at each entity level in accordance with their business plan and current level of activity.
* Review Cash flows of each entities at regular intervals. Conduct Receivables review meeting with individual Finance Managers to review the collections and ensure that cash flow of the operations are maintained.

Reporting to : Group CFO

**PREVIOUS EMPLOYMENT # 1**

**Title : Chief Financial Officer (CFO)**

Since : From Feb 2013 till August 2013

Employer : EnerPlastics LLC, engaged in manufacturing plastic masterbatches

Annual Turnover : AED 170 Million

* Set Finance strategy for assigned geographic region in line with business needs.
* Lead annual strategic financial & profit planning process for assigned area of responsibility.
* Drive business results, optimize planned EBIT by preparing economic and financial reports and analysis, key and ratios data, including decision-making for the geographic region senior leadership team.
* Share best practices across assigned area and strives for continuous improvement.
* Ensure a robust and effective Management Reporting and IT system is in place.
* Responsible for the quality of the financial reporting, both internal and external, in compliance with corporate policies and legal requirements.
* Support the business decision process through pro-actively advising and engaging with the assigned leadership team on all Finance related matters
* Drive compliance with and implementation of all relevant Finance policies, procedures and initiatives & liaises with peers and Finance centres of excellence as and when appropriate.
* Own Finance operational excellence when translating business strategies & decisions into effective & compliant execution of all related Finance policies and processes. Fosters and promotes a climate of execution discipline.
* Lead, guide and supervise and Credit Control, IT and HR functions.
* Act as the top level Finance business partner to the assigned leadership team providing continuous coaching in multidiscipline finance policies & processes.
* Provide input and collaborate with other business and/or support departments in the deployment of strategic business transformations or simplification programs to optimize current business and Finance processes and tools.
* Ensure financial reports, metrics and analysis are provided to assigned leadership team in support of operational reviews, key business decisions, etc. Timely deals with any standard and ad-hoc Finance information requests.
* Lead Planning and Forecasting process for assigned geographic unit. Prepare the profit and asset plan in co-ordination with the management team in compliance with Middle East specifications in order contribute to the realization of a profitable business development. Create strategic and operative capital expenditure plans to support management decision-making (Capital and Investment Planning)
* Pro-actively lead the Accounts Receivable collection team.
* Support and initiate optimization to assist in the improvement of quality, cost and profits.
* Promote a sound financial controlling environment Responsible for application of DOA

**People & Organization**

* Develop and ensure high performing finance team within dedicated geographic unit. Maximize performance through quality staffing, performance management, coaching, development and succession planning. Bring out the best in each team member and produce future leaders for Johnson Controls.
* Build a climate that energizes team members and drives accountability
* Recruit, hire, and retain the finance staff of the geographic unit
* Prepare and deliver clear performance expectations, performance reviews and development plans for direct reports, teaming with the appropriate matrix functional manager. Ensure a consistent level of coaching.
* Develop improvement plans for those employees who are not performing up to expectations and possibly assume some training/skill building activities as required.

**PREVIOUS EMPLOYMENT # 2**

Title : Finance Manager

Since : From April 2011 to Oct 2012

Employer : GECO MECHANICAL & ELECTRICAL CO. LTD. (Al Batha Gruop, Shj.)

A reputed and one of the oldest MEP companies in the region. Main business are MEP Construction, Erection of Power Stations/ Substations, cabling and SCADA Systems, Facilities Management and Fire & Safety business.

Operations in Sharjah, Dubai, Abu Dhabi and Northen Emirates Yearly Turnover : AED 400 Million

**Job Responsibilities :**

* Provide strategic, proactive and forward looking financial & investment plans aligned to the organization’s strategic goals for growth & profitability
* Financially direct, plan, control and monitor operations of Four Divisions : MEP, Power, Facilities Management and Fire & Safety.
* Team building in Finance, Procurement, I.T. and workshop for all four divisions
* Develop and direct the implementation of Operational and Strategic Plans.
* Design, implement and ensure that a proper budgeting and cost controlling system is in place where by each Project /Job is tracked closely and ensure that deviations and reported, adequate timely counter measures are taken to mitigate any possible loss or setback from the projected/ budgeted numbers.
* Arrange funds for the operations and investments. Develop relationship with new Banks and arrange for alternative source of funds.
* Ensure that company’s assets are properly accounted, secured, insured and physically counted at regular intervals.
* Ensure that Company is not exposed to market fluctuations of Forex and Metal. Take proper hedging positions.
* Ensure that Procurement Department is functioning in accordance with company’s policies and the company is getting the best market rates at best terms and conditions.
* Ensure that Transport Department is optimally invested in Company Vehicles and see how best they can be used.
* Ensure company’s stores are properly accounted, managed with optimal inventory and proper internal control measures are taken care of which includes surprise checks , scrap sale procedures, movement of stock between sites and upkeep of physical stock at Central warehouse and at various sites.
* Interact with other managers i.e. Procurement Manager, IT Manager and Transport Manager to provide consultative support to planning initiatives through financial and management information analyses, reports and recommendations.

Reporting to : GM

PREVIOUS EMPLOYMENT # 2

Title : GM -Finance and Accounts

Since From June 1, 2010 to till date

Employer : KALPATARU POWER TRANSMISSION LTD, GANDHINAGAR, INDIA

Second largest company in India for manufacturing and EPC contracts for erection of Power Transmission Towers and related facilities. Its operations are into Civil construction (in the name of JMC Projects, their subsidiary company) Real Estate, Production and Distribution of Bio-mass Energy, Packaging and Logistics of FMCG.

Operations in India, Middle East, Africa, Australia, Philippine Latin America. Dubai, Abu Dhabi, Saudi and Libya (under setup) Yearly Turnover : US $ 600 Million (IRS 26.42 Billion)

Job Responsibilities :  
• Develop robust and efficient MIS System under SAP.

• Coordination and development of comprehensive Manuals of Operations for the whole company.

•Ensuring all Finance policies, processes and guidelines are documented, updated regularly and communicated to all stakeholders; Mapping of and describing financial processes;

• Taking initiative to re-engineer processes and assist in the identification and implementation of process changes to drive efficiencies within the organization;

• Maintaining (in hard copy and electronically) the Finance policies & process register;

• Identify and implement relevant procedures to ensure optimal utilization of the ERP system features, whilst maintaining appropriate internal and financial controls;

• Develop and implement a program of internal controls to enable monitoring the adherence to company’s financial, accounting and treasury policies and procedures;

• Ensure all Finance policies & procedures are maintained on the intranet;

• Monitoring and updating of all audit points (state audit, external audit and internal audit), following up with all concerned parties to ensure actions are closed.

• To strengthen company’s internal control function in order to provide assurance regarding the achievement of objectives in the following categories: effectiveness and efficiency of operations, reliability of financial reporting and compliance with laws and regulations

• Prepare Division-wise, activity wise detailed level of Authority Matrix, which was mapped with the Manual of Operations.

• See that Division wise, Site-wise, budgets are prepared in time, fed in the system and compared with actual.

• Monitor the accounting activities.

• Monitoring the daily, monthly and periodic reports from Sites and see that they come regularly.

Reporting to : CFO

PREVIOUS EMPLOYMENT # 3

**Title : Finance Director**

Since From November 1, 2009 to till May 14, 2010 (promoted and transferred from Drake & Scull’s MEP Operations)

**Employer : GULF TECHNICAL CONSTRUCTION CO. LLC (GTCC)**

*(a subsidiary of M/S DRAKE & SCULL INTERNATIONAL pjsc, DUBAI)*

Relatively new entrant in the Civil Construction field. Started operations in 2003 and have executed some prestigious projects including Royal Amwaj beach resort (AED 280Million), Laguna Hotel & Towers (AED 340 Million), International City (AED 315 Million), Motor city District Cooling, Nad-Al Shiba District Cooling.

Operations in Dubai, Abu Dhabi, Saudi and Libya (under setup) Yearly Turnover : AED 850 Million

**Job Responsibilities :**

Overview:   
• Provide strategic, proactive and forward looking financial & investment plans aligned to the organization’s strategic goals for growth & profitability.   
• Develop and direct the implementation of strategic business and/or operational plans, projects, programs, and systems.   
• Financially controlling and monitoring operations of Dubai, Abu Dhabi and Saudi Arabia Branches and getting the reporting from separate Finance Managers for each of these areas.   
Accounting and Finance   
• Oversee accounting and budgeting functions   
• Ensure that financial accounting and budgeting functions are carried out to support the company’s strategic and management objectives as per international standards by developing robust accounting & budgeting processes   
• Ensure professional management of the Company’s budgeting process and that the budgeting process confirms to the appropriate policies & procedures   
• Create strong Financial Management processes   
• Provide with meaningful information related to any aspect of finance, such as trend analysis, variance analysis or any other financial aspect related to the Company’s business activities in order to allow for accurate forecasting of both performance and market trends   
• Prepare & reports analysis of financial statements for the CEO, the Board and members of executive management   
  
Treasury   
• Manage the entire Corporate Treasury operation including cash management, liquidity, investments, forex risk management(short term & long term) & operational bank relationship management.   
• Maintain adequate access to liquidity, improves working capital utilization, generation of funds at favorable terms, enhances cash flow, works toward optimum deployment of funds & commensurate return on the investments.   
• Ensure management of liquid assets, currency and interest rate exposures to ensure the safety of company’s funds and provision of maximum return of short term placement of funds and negotiating borrowing facilities (debt finance) solutions.   
  
Compliance   
• Ensure compliance in reporting and accounting as per regulatory and legal requirements, including taxation, dividends, annual reporting and accounting   
• Ensure compliance with guidelines from National & International Regulatory Authorities, Auditors, Stock Exchanges, etc   
• Lead & direct the audit functions & ensures compliance to the requirements of internal & external Auditors   
  
Planning & Controlling   
• Develop & implement financial plans for the organization keeping in mind the organization context & strategic intent   
• Evaluate and advises on the impact of long range planning, introduction of new programs/strategies & regulatory action   
• Manage processes for financial forecasting, consolidation & reporting; Provides executive management with advice on the financial implications of business activities; Provides recommendation to strategically enhance financial performance and business opportunities   
• Oversee the approval and processing of revenue, expenditure, department budgets, etc

• Ensure that a proper job costing and project control mechanism and reporting structure in place and working at all times and timely alerts are raised and cost controlling remedial action are taken accordingly if needed.

• Coordinate the preparation of financial statements, financial reports, special analyses, information reports, including income statements, balance sheets, reports to shareholders,

• Interact with other managers to provide consultative support to planning initiatives through financial and management information analyses, reports and recommendations   
• Develop & implement systems & procedures to ensure integrity of accounting information and safe custody of assets, including procedures to eliminate and detect fraud or theft of company assets   
• Establish and maintain appropriate internal control safeguards as per applicable regulatory authorities   
  
Reporting to : CFO and Executive Director

**Previous Employment # 4**

**Title** : **Sr.** **Finance Manager**

Tenure From April 1, 2001 to October 31, 2009 (then promoted and transferred to GTCC)

Employer : **M/S DRAKE & SCULL INTERNATIONAL pjsc, DUBAI**

A Public Joint Stock Company and a leading Electro-Mechanical Contracting Company having domination in the regional market and affiliation in Facilities Management. Operations the Gulf and Middle East Operations include Dubai, Abu Dhabi, Qatar, Oman, Saudi Arabia, Egypt, Jordan, Kuwait and SudanTurnover : AED 1.85 Billion

Business : EPC Electro-Mechanical Contracting and Civil Construction

Major Projects :

Dubai : Motor City District Cooling(AED 330 Million), JBR District Cooling AED 262Million, Dubai Festival City District Cooling AED 370 Million, Golden Mile at Palm Jumeirah AED 340Million, Anantara AED 250 Million, Royal Amwaj on Palm Jumeirah (AED 200 Million), Fairmont Hotel AED 160Million, Meydan District Cooling AED 283 Million, Infinity Tower (AED 140 Million),

Job Responsibilities :

* Strategically plan the expansion of business activities.
* Carry-out due diligence and feasibility studies for acquisitions and investments using financial modelling and techniques i.e. IRR and NPVs and play key role in decision making process, particularly all finance related issues by providing analytical inputs and suggestions.
* Ensure that regular and timely information is provided to the management. This involved setting-up of an effective and prompt MIS Reporting System for Contracting and Facilities Management Divisions.
* Restructuring, Fund Raising, Registering New Companies, including Documentation, Side Agreements, Follow-ups dealing with Lawyers and Investment Bankers such as The National Investors, Al Mal Capital, Concept Realization, AL Tamimi & Co.
* Consolidation of accounts of group companies.
* Design, implement, modify and rectify accounting procedures and policies for all group companies.
* Evaluate the internal controls and overall weaknesses in the systems and taking the timely corrective measures.
* Developing and maintaining excellent relations with Banks, obtaining the Credit Facilities at competitive prices and least commitments.
* Budgeting, Forecasting and conducting Feasibility Studies.
* Set-up, monitor and revise all Administrative Company Policies related to recruitment, yearly reviews, increments, Bonuses, rewards, employee benefits and welfare activities are implemented and followed.
* Controlling of both administrative and direct job Cost by way of tight budgeting, close monitoring of Budgets, and timely corrective actions. This involves Cost controlling, Budgeting, comparative analysis of Cost/Budgeted figures including complete Job Cost Analysis for all group companies.
* Keep the optimum level of man-power by using proper histograms, and man-power requirements forecasted by the Planning Engineers. Shuffling the man-power in consultation with Contracts Manager, Project Manager and the Personnel Officer.
* Ensure that the manpower required for the projects are recruited and deployed in time.
* Dealing with Auditors.
* Finalisation of Accounts, preparation of Cash Flow Statements, periodical Balance Sheets and Profit & Loss Accounts.
* Supervision of Accounting activities of Dubai, Facilities Management and Qatar Operations. Supervision of Computerised Accounting System i.e. inputs, outputs & backups, troubleshooting, modifications, upgrading etc.

Reporting to : CFO and Executive Director

**Previous Employment # 5**

Tenure : From Nov. 1993 to March ‘01 (more than 7 years)

Employer : **M/S DUBAI CONTRACTING COMPANY LLC,** DUBAI

(38 year old Multinational ISO 9002 Contracting Company having operations in Dubai, Abu Dhabi, Sharjah, Oman, Iraq, Lebanon and Chile)Annual Turnover : Dhs. One Billion

Major Projects in Dubai : Sheraton Plaza Hotel *(Dhs. 410 Million),* Al Salam Tower *(Dhs. 72Million),* Chicago Beach Hotel (old building) *(Dhs. 180M)*

Designation : C h i e f A c c o u n t a n t

Job Responsibilities :

* Designing and implementing accounting procedures and policies for all group companies.
* Cost controlling, Budgeting, comparative analysis of Cost/Budgeted figures including complete Job Cost Analysis for all group companies.
* Developing relationships with Banks, negotiating Credit Facilities, Terms and Conditions.
* Preparing IRR and NPVs for investment opportunities and advise the management accordingly.
* Preparation of Profitability Statement & Project Cash Flow for Credit Applications.
* Internal Audit of Associated companies.
* Finalisation of Accounts, preparation of Cash Flow Statements, periodical Balance Sheets and Profit & Loss Accounts.
* Supervision of Accounting activities of the whole group, Supervision of Computerised Accounting System i.e. inputs, outputs & backups, troubleshooting, modifications, upgrading etc.

Major Achievements :

Responsible for major facelift of accounting procedures and inducting Integrated Computerised Accounting System, Documented accounting procedures for ISO 9002 and ensured their close adherence.

Reporting To : General Manager / Deputy Managing Partner

**Previous Employment # 6**

Tenure : From 01-02-1991 t o 12-11-1993 (2 Years & 9 months)

Employer : GUJARAT CO-OP. MILK MARKETING FED. LTD., INDIA

Company's Business : Planning, production, distribution, pricing and marketing of Milk Products, Milk, Edible Oil and Chocolates under the brand name " AMUL ", "SAGAR" and “DHARA”.

**Annual Turnover US$ 375 Million**

Designation : A s s t. M a n a g e r ( A c c o u n t s )

Job Responsibilities :

* Preparation Balance Sheets, Profit & Loss Accounts, Budgets and of Cash Flow Statements and Finalisation of Accounts.
* Supervision of Accounting activities, Supervision of Computerised Accounting system i.e. Inputs outputs & backups, troubleshooting, modifications, upgrading etc.
* Liaising with Banks, Govt. Authorities, Statutory, Govt. & Internal Auditors.
* Monitoring Timely Collection of money from Wholesale Distributors & its remittance to Head Office.
* Preparation of Tax Returns, calculation & Deduction of Income Tax from Employees & Contractors.

**Major Achievements :**

Successful development of Project Accounting System for Mother Dairy & Milk Distribution System for Ahmadabad - from designing outputs & procedures to full computerisation .

Reporting To : Zonal Manager (Milk Products) & Managing Director (Dairy operations)

**Previous Employment # 7**

Tenure : From 01-09-1990 t o 31-01-1991 ( 4 months )

Employer : MARDIA GROUP OF INDUSTRIES, Ahmedabad, India.

Business : 1. Manufacturing Steel bars, Sheets, Rods & Utensils.

2. Production of Chemicals & Dyes.

Annual Turnover US $ 50 Million

Designation : F i n a n c e M a n a g e r

Job Responsibilities :

* Controlling & Supervising Accounting activities of 5 Limited Stock Companies & 4 Finance Trusts of the Group.
* Finalisation of Accounts and preparation periodical Balance Sheets, Profit & Loss Accounts, Budgets and of Cash Flow Statements .
* Projection and monitoring of requirement of funds for Working Capital & Capital Equipments.
* Preparation of Tax Returns, calculation & Deduction of Income Tax from Employees & Contractors.
* Laising with Fin. Institutions, Company Law Board, Banks, Govt. Authorities, Auditors etc.

Reporting To : Managing Director

**QUALIFICATION DETAILS :**

**Exam Passed Subjects University / Institution Year**

C. A. Adv. Accounts, Law, Institute of Chartered 1989

Auditing, Costing, Fin. Mng Accountants of India.

LL.B *(Bach. of Law)* Merc. Law, Torts, Crimes, Gujarat Uni., Ahmedabad, 1988

Taxation, Personal Laws

B. Com. *(Hons.)* Accounts, Costing, Fin. Uni. of Rajasthan, India 1983

Business Management. Taxation

**I.T. (COMPUTER) KNOWLEDGE AND EXPERIENCE :**

***Software :***

Expert level knowledge of ORION ERP software based on Oracle, good knowledge of SAP, JD Edwards and Hyperion. Expert level knowledge of Excel, word and Power point. Expert level ability of prepare professional presentations and analytical reports.

**Languages Known** : English, Hindi, Urdu, Gujarati

**Married and blessed with two children (21yr and 17yr old)**

-: E N D :