

# ANUP Kr. KHETAN

## FINANCE CONTROLLER



### CAREER OBJECTIVE

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A seasoned Finance Controller with overall more than 20 years of experience of which more than 10 years of experience in IT & ITES industry, adept at overseeing financial operations, strategic planning, and ensuring regulatory compliance along with managing the financial strategies and providing financial and business support to the Business/operations/ sales team. Attention to detail and an eye for quality, along with the ability to adapt to the fast-moving daily tasks are some of the key areas.

Seeking to leverage expertise in financial management and leadership to contribute to the growth and profitability of a dynamic company.

Personable and astute professional with proven time-management and highly articulate individual, confident working with diverse cultures and situations in which cultural awareness and appreciation are integral.

In this career of (**24+ years and counting**), I got the scope to work and learn in various accounting field such as General Ledger, Monthly Closing, Budgeting, Reporting, Inter-Company Accounting/ Reporting, Accounts Payable (India & Global), Accounts Receivable & collections, Auditing and Variance Analysis, corporate compliances, banking operations etc.

I have an exposure of working with one of the **Big 4 (B S R & Co. – Indian arm of KPMG)** with their assurance department for over 7 years.

### ACADEMIC BACKGROUND

May	2000	CA
March	1997	Bachelor of Commerce (Hons.)
March	1994	Higher Secondary
March	1992	ICSE

### TECHNICAL SKILL SET

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- Financial reporting & analysis
- Project management
- Cost management/ reduction
- Risk and compliance management including audits
- Corporate, legal and tax matters
- Treasury & banking
- Payroll management & employee benefits (400+ employee base)
- Facility management
- Cross-functional coordination
- Leadership
- Problem solving
- Performance Management

### ABOUT ME

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**Date of Birth:** 2 September 1975

**Gender:** Male

**Nationality:** Indian

**Language Known:** English, Hindi, Bengali, Marwari



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### Interests

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## WORK EXPERIENCE

### **QAD India Private Limited**

**Company Profile:** QAD India is a Global Resource Center providing support, development and other service needs of clients, Business Units of its parent Company, QAD Inc. and other QAD affiliate companies. It also provides services and sells licenses to clients in India. QAD Inc.'s product QAD Enterprise Application is available with a number of integrated product suites. QAD Enterprise Application is an ERP product catering primarily to the manufacturing industry worldwide.

Duration: April 2017 till present

Role: Finance Controller

Duties:

- ✓ Monthly, quarterly and Yearly closing of books.
- ✓ Analyzing month on month Profit & Loss Account and Balance Sheet variance.
- ✓ Working closely with global heads – Facilities, IT, Marketing on various AP related issues.
- ✓ Coordinate for statutory audit, tax audits, and Income-tax returns including transfer pricing, master filings for India and other QAD group entities as well.
- ✓ Review of GST liability and ensuring timely filling of returns.
- ✓ Negotiate and manage the terms and conditions with banks and credit card organizations in collaboration with Corporate Treasury team
- ✓ Control weekly bank reconciliation in order to manage the cash flow of the company
- ✓ Maintain an updated follow up of corporate contractual/legal matters and ensure a proper insurance of company assets
- ✓ Ensuring that the locals compliances are in place including all statutory meetings (Board, CSR, AGM etc.) , books and registers and filings in place
- ✓ Coordinate with the tax consultants (one of the Big 4) for tax related matters and filings.
- ✓ Coordinate with suppliers to ensure synergies and cost effectiveness
- ✓ Drive costs negotiations and cost reductions wherever possible
- ✓ Monitor the finance management system and ensure proper budget control with corporate team in specific areas
- ✓ Implement relevant local/corporate procedures and controls and ensure that they are applied and followed
- ✓ Improve systems, policies and procedures on an on-going basis and ensure proper documentation and implementation to cope with the objectives of the Company
- ✓ Apply and/or implement recommendations arising from internal and external audits
- ✓ Oversee office administration including negotiating lease renewals, office lease termination and new office acquisition.
- ✓ Build and maintain an efficient and effective Finance Department equipped to meet all local and corporate reporting requirements
- ✓ Handling India payroll for over 400+ employees and coordinate with payroll service provider and ensuring compliances.
- ✓ Handling banking including bank relationships and deciding and placing/ investing the excess funds.

### **Integreon Managed Solutions India Private Limited**

**Company Profile:** Integreon is one of the largest Legal Process Outsourcing ('LPO') firm having its operations in USA, UK, Philippines, South Africa, India (Mumbai & Noida), Japan, China and Hong Kong with around 2,500 employees. Accounting function of all the legal entities is maintained and managed through the Mumbai office though the entity is spread around the Globe,

Duration: January 2013 to April 2017

Role: Director (Finance & Accounts – Reporting to VP)

Duties:

- ✓ Managing and maintenance of books of accounts of 13 legal entities spread across 16 geographic locations in US, EMEA and APAC regions
- ✓ Accurate month close for functions for GL, AP/ PO.
- ✓ Managing a team of 20 members and ensuring accurate month close reporting and MIS
- ✓ Handling the entire month end activities (including getting into the month end calls with the business) & prioritizing the queue into critical/emails /statements and posting
- ✓ Comparing the monthly numbers (actuals) with the budgets and also comparing with the last month's actuals and analyzing the reasons of variances i.e. performing analytics procedures
- ✓ Been one point contact in the Accounts Payable process outsourcing to a third party vendor and was the key person to drive the entire outsourcing process
- ✓ Responsible to get the accounts audited including tax audit.
- ✓ Responsible to get the accounts payable process audited by an independent firm relating to the control process

## **B S R & Co. (Indian arm of KPMG in India)**

Duration: June 2005 to January 2013

Role: Manager

Duties:

### **Audit:**

- ✓ Statutory Audit, limited reviews, Tax Audit, SOX audit, Group reporting, Company Law Matters in accordance with the requirements of the Indian Companies Act, 1956, US GAAP and IFRS.
- ✓ Control evaluation and risk assessment which entails identifying the business risk and audit risk
- ✓ Review of accounting policies and SOPs and drafting of policies in case of new arrangement entered into by the Company

### **Other assignments:**

IPO related:

- ✓ Independently handled the entire IPO process upto the stage of filing of DRHP for two of the major assignments/ audit clientele. I have the practical experience of IPO process of Gujarat Pipavav Port Limited and You Broadband & Cable India Limited. This included Audit of Prospectus of Companies going for issue of shares to public, which requires ensuring compliance with Disclosure and Investor Protection Guidelines (DIP) issued by SEBI and various Guidance Notes issued by ICAI. Core work responsibility included
  - Recasting of Financials of stub period and for the previous five years
  - Incorporating the effects of qualifications in auditors' report and changes in accounting policies etc.
  - Preparation of various schedules and notes to be given in the prospectus.
  - Assisting in giving various comfort/ consent letters to be issued to underwriters/ merchant bankers.
  - Drafting of engagement letters for the comfort letter to be issued for DRHP and also for the filing under 144A (US SEC)

Due diligence:

- ✓ Was a part of team and conducted due diligence along with carve out of car division of FIAT India Private Limited for the purpose of takeover of their car division by TATA Motors
- ✓ Conducted financial due diligence of MAN Infra on behalf of a Private Equity who proposed to invest in the Company.

## **N.M. Raiji & Co.**

Duration: August 2000 to June 2005

Role: Manager

Duties:

### **Audit:**

- ✓ Statutory Audit, limited reviews, Tax Audit, in accordance with the requirements of the Indian Companies Act, 1956

### **Other assignments:**

System audit:

- ✓ Conducted pre-implementation audit of ERP (BaaN) Package implemented by one of the audit client and prepared detailed report on operating modules.

Due diligence:

- ✓ Conducted financial due diligence of Schoolnet India on behalf of the investors who proposed to invest funds in the Company.