**RAVI MALOO**

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# CAREER OBJECTIVE



Attained experience of two and half years in the field of commercial operation, now seeking challenging assignments and exposure under financial management with an esteemed and reputed organization.

# KEY SKILLS

SAP, MIS, Cash Flow, Financial Statement, IFRS, Auditing, Working Capital Management, International Logistic, Insurance, Contracts and Claims, Accounts Payable, Receivable Control, Budgets, Cost Analysis, Control & Reduction, Team Management, Financial Analysis and SOPs Implementation.

# WORK SYNOPSIS

**KALPATARU POWER TRANSMISSION LTD** (Leading EPC Contractor) **May 2015 – Present**

* Qatar- Doha, Dy. Manager, Finance and Account Dept. – **Department Head** (Nov 2015 – Present)
* India – Gandhinagar, Management Trainee, Head Office Finance and Account dept.- **Team Member** (May 2015- July 2015)
* India – Mumbai, Management Trainee, International Division – **Team Member** (Aug 2011-Sept 2015)

## Company profile:-

Kalpataru Power is a Leading Turnkey Player in Power (Transmission - India and Overseas / Generation / Distribution / Construction), Infrastructure (Oil & Gas Sector / Railways / Building & Factories / Roads & Bridges) and Asset Creation (Transmission System / Roads / Logistics & Warehouse), having footprints across 38 countries. The company is currently executing / supplying to several customers in Africa, the Middle East, Far East, Australia, USA and Canada having more than 3,000 Employees across the world.

# CLIENT & PROJECT SYNOPSIS

* Qatar General Electricity & Water Corporation (**KAHRAMAA**) [Government Organization], Qatar Project Value: USD 34.97 Million.

# OCCUPATION ACKNOWLEDGED

## COMMERCIAL:-

* + - Managing the trade finance operations activities including-
      * Letters of Credit/ CIL
      * Guarantees
      * Invoice discounting.
    - Checking and submitting invoice to client and following up for their payment with healthy relationship and maintaining all documents for future reference also.
    - Judicious Custom Clearance and Material Management (Have an experience of Custom Clearance more than 100 Containers)
    - Analysis of Contract Specific and General Commercial Condition and Compliance thereof.
    - Procurement of Capex and export of same if required.
    - Presentation of Project Performance in Management Meetings with critical evaluation.
    - Business Insurance related to EPC Contract.

## FINANCE & ACCOUNTS:-

* + - Dynamic role in implementation of **SAP** at Qatar Unit.
    - Produce **Monthly Management Reporting** pack and reconciliation with ERP within specified time lines.
    - Forecasting, Variance Analysis and Ad-hoc Business support throughout Project
    - Statutory, Internal and Tax Audit and Rejoinders of their queries.
    - Preparation of Project and Resource plan to achieve desired target of management with cost effectivity.
    - Implementation of live payroll generation and payment system for more than 600 personnel.
    - Reviewing Pro forma invoice of esteemed parties to finalizing Subcontract procedure and keeping eye on Work Approved, Payment and Reconciliation.
    - Timely Review and maintain General Ledger to curb out discrepancy in Accounts.
    - Financial reports and Reconciliation for group company transactions.
    - Finalization of Quarterly & Annual **Financial Statements**, Notes to accounts & Workings for the same and liaison for statutory audit (Have concluded audit report for concern units within 15 days of period closing.)
    - Routing Monthly tax, compliances, returns & assessments.
    - Develop financial reports and the reporting processes to ensure the system(s) can provide the required financial reports, KPIs and analysis.

# PRACTICE/ARTICLESHIP

## Name of Employer Designation Period Served



* Mr. S.C. Maloo, Advocate (Rajasthan High Court) Legal Assistant July 2013-March 2015
* Bhansali, Gaggar and Mehta Co Jodhpur, India Articled Assistant January 2007-June 2010

# QUALIFICATION

## Course/ Level Institute/University Year



Chartered Accountant ICAI, India Nov 2014

Company Secretary ICSI, India Dec 2013

Bachelor of Law JNVU, Jodhpur, India Mar 2012

B.Com (Hons.) Accounting JNVU, Jodhpur, India Mar 2009

# COMPUTER PROFICIENCY

Compulsory Computer Training under Chartered Accountant Regulations, 1988 & Company Secretaries Act, 1980. Microsoft Office Professional Plus 2010 (Excel, Word, PowerPoint and Outlook)

Working Knowledge of Accounting Packages like SAP and Tally.

# AWARD AND RECOGNITION

**Communication Connoisseur**: Awarded as Communication Connoisseur by SWASH and Harding University School of Business (U.S.A)

**Commercial Dy. Head** : With recognition of skills Kalpataru’s Management was confident to give opportunity to lead unit on individual basis towards organization as well as personal growth.

# PERSONAL INFORMATION

Date of Birth : 3th April 1988

Marital Status : Unmarried

Languages Known : English, Hindi & Vernacular Citizenship : Indian

Strengths : Smart Learner, Flexibility, Team Player and Never give up attitude.