Curriculum Vitae

**NAME** Mr. Harin Roongsattham

**NATIONAL** Thai

**DATE OF BIRTH** February 27, 1981

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**CURRENT** 63,300 USD per annum.

**SALARY**

**OVERVIEW SUMMARY**

With ten years of experience in finance accounting, financial reporting, budgets and spending plans preparation, payroll process, treasury and cash management, rules and regulations compliance, internal and external audits, staff training and coaching.

With an experiences which dealing with high workload, tight internal and external requirements and reporting deadlines in a dynamic working environment.

**WORK EXPERIENCE**

**Amnesty International South East Asia and Pacific Regional Office <AI SEAPRO> (January 2016 – Present)**

**SUMMARY STATEMENT OF RESPONSIBILITIES**:

The Finance and Office Manager will perform and lead the organizational (finance, human resources, facilities, legal, IT and administration) services in supporting the effective operation of Amnesty International’s SEAPRO office based Bangkok.

**Finance and Office Manager**

* Ensure the financial control of the SEAPRO Office’s activities through ensuring implementation of strong finance policies, systems, processes, and review of monthly balance sheet reconciliations.
* Ensure the management reporting requirements of the office are met, including accurate and timely monthly management accounts forecasts and budgets.
* Ensure the statutory and regulatory reporting requirements of the office are met, including preparation of the annual statutory accounts in a timely manner, management of the audit process, compliance with tax regulations and compliance with any other local financial reporting requirements
* Assist the Deputy SEAPRO Director to ensure compliance with all laws and regulations that pertain to the running of the Amnesty International operation, including legal registration and administration, employment and immigration law and including the filing of submissions to the relevant authorities, using appropriate professional advisers and liaising with Legal Counsel as required.
* Work with the Organizational Development and Human Resources Directorate to ensure the effective use of people management policies and procedures, as appropriate.

**Wine Connection Co. Ltd. (September 2015 – January 2016)**

**SUMMARY STATEMENT OF RESPONSIBILITIES**:

The Group Financial Planning and Analysis Manager will perform the group financial analysis and provide recommendation for Senior Level Team members for improvement the profitability of the company. Also lead Group Company to prepare operating budget.

**Group Financial Planning and Analysis Manager**

* Perform Group Thailand level monthly analysis of actual performance against Budget/ Last Month including preparing presentations to update financial performance to SLT members
* Identify for Group and Thailand subsidiaries, business improvement recommendations to assist SLT to achieve budgets and improve profitability, cash flow and ROIC
* Lead the Group and subsidiary annual budget process to develop financial budgets at Group and subsidiary level
* Assist with the preparation of the financial statement for the BOD package
* Monitor Group level cash balance, including compliance with lending agreements and assist in the preparation of third party financial package requests
* Support Thai accounting staff to ensure the proper monthly closing and the accuracy of Financial statements
* Develop monthly Same Store Sales (SSSG) reporting templates and analysis; New Unit Tracking System (NUTS) for new store opening and performance evaluation (EBITDA ; Cash-on-Cash; ROIC; IRR)

**International Rescue Committee (IRC) Thailand Program (October 2010 – August 2015)**

(Funding portfolio at $40 million per fiscal year with total contract over $100 million)

April 2011 – August 2015

Position**: Assistant Finance Controller**

**SUMMARY STATEMENT OF RESPONSIBILITIES**:

The Assistant Finance Controller Budgeting and Planning managing the financial reporting requirements and deadlines specified by the IRC and donors for Thailand program including both the International Program Department (IPD) assistance and Resettlement Support Centre (RSC) programs in Thailand and Malaysia.

Specific responsibilities within each functional area are as follows:

* Supervising and performing balance sheet reconciliation and ensure that differences is brought to Senior Finance Controller for appropriate action taken
* Preparation of monthly Financial Management Report (FM01) and unrestricted expenses report by analyzing donor grants and burn rates
* Prepare and review Financial report to submit to donor
* Prepare cash flow forecasting for Thailand and Malaysia country to ensure that the program has sufficient cash throughout the month to support program activities according to plan
* Assist Senior Finance Controller to control and manage exchange exposure risk for Thailand and Malaysia
* Reviewing National and International staff payroll and ensuring the standard financial control are maintained
* Review and approved tax submission for both withholding tax (PND3, PND53) and personal income tax (PND1)
* Assist Senior Finance Controller for closing month end and year end
* Prepare Share Program Cost allocation and Timesheet allocation on monthly basis
* Review financial documents to ensure correctness and completeness of documents before upload into SUN accounting system
* Review and monitoring of compliance with established procedures
* Perform internal audit activities as required by Senior Finance Controller
* Dealing with external auditor for annual audit and grant specific audit
* Review and Finalized new program proposals to submit to donor on time. (USAID, BPRM, CDC, DFID, ECHO, EC, SIDA, AusAID, UNHCR, UNTF, SV and OSF rules & regulations)
* Review and finalized budget modifications/revision as needed to ensure that IRC is comply with donor allow ability and flexibility
* Review Budget versus Actual (BvA) reports (30 report per month) before distribution to budget holder, Country Director and Regional Controller
* Review spending plan to ensure that grants is spending on track
* Meeting with Country Director to update grants situation and financial concern for each grant on quarterly basis
* Review and finalized Operating Budget package for Thailand and Malaysia to submit to HQ

October 2010 – March 2011

Position**: Budget Manager**

**SUMMARY STATEMENT OF RESPONSIBILITIES**:

Reviewing and Preparation, revision, maintenance of all Thailand program grants internal reports and fiscal year operating budget.

* Preparation, revision and maintenance of IRC Thailand’s Operating budget for submission to Finance Controller review before submission to HQ
* Preparation, revision and maintenance of IRC Thailand’s grant budgets
* Working with program coordinator in preparing and/or revising grant budgets to support new proposals or realignments to ensure adequate coverage of country operating costs and NY headquarters costs**.**
* Consolidate and update all grant pipeline information from Program and Finance departments on a monthly basis and to propose and prepare budget revisions as necessary**.**
* Prepare all Budgets versus Actual reports on a monthly basis in donor currency and to provide recommendations for realignments as required.
* Provide budget training to staff on budget preparation, grant budget maintenance, revisions and pipelines.
* Maintain a centralized grant filing system to ensure complete financial documentation**.**
* Prepare required donor financial reports for review by the Finance Controller
* Assist Finance Controller preparing cash flow to support program activities according to the grants spending plan

**Thai Air Asia Co. Ltd. (December 2009 – October 2010)**

**SUMMARY STATEMENT OF RESPONSIBILITIES**:

Reconcile and record unearned revenue for all credit card sales which is main payment channel (85% of total sales) for Air Asia, in additional to be key contact with banks in Singapore, Malaysia and Thailand for credit card charge back and fraud payment.

Position: **Senior Accountant**

* Assist Revenue Accounting Department Manager in reconciliation unearned revenue and closing monthly and yearly for all Air Asia operation countries (Thailand, Malaysia, Indonesia, Vietnam, Singapore and etc.)
* Reconcile credit card payment with tickets sold from Air Asia system (more than 10,000 cards per day)
* Analyze sales and payment channel (more than 10 million THB per day)
* Analyzed revenue per flying route and destination
* Support and advice colleagues in the team when they have queries
* Training and coaching staff to gain more understanding on airline accounting system.
* Contact with banks for clarification on credit card charge back and fraud credit card.

**Airline Administration Center (Thailand) Co. Ltd. (AAC) (January 2005 – October 2009)**

(AAC is subsidiary of Lufthansa German Airline and providing Shared Services for the field organization for Asia Pacific, Middle East and North-Eastern Africa.)

**SUMMARY STATEMENT OF RESPONSIBILITIES**:

Finance Specialist is key contact person for all Thailand staff regarding finance accounting for airline business. As SAP Trainer is coordinate with HQ in German to conduct standard training on SAP finance system and accounting standard base on German law.

April 2008 – October 2009

Position: **Finance Specialist & SAP Trainer (FI Module)**

* Assist Quality Manager and Team Managers in monitoring Key Performance Index (KPI) and Quality Assurance Concept to maintain quality and reach service level agreement (SLA) at 95% of correctness and 99% for posting on time.
* Co-ordinate with auditors in solving variations from standard procedures.
* Conduct financial reports to achieve monthly target.
* Co-ordinate with Decentralized Accounting Department in Cologne in conducting SAP (Advance Training Level) for world – wide colleagues.
* Update new accounting procedures before implemented by conducting training.

March 2007 – March 2008

Position: **Senior Finance Officer & Local SAP trainer (FI Module) (Responsible for Middle East and North Africa areas)**

- Conduct basic SAP training for new Lufthansa world – wide colleagues and support new colleagues.

- Full responsible of reconciliation review and control of account receivables, account payables and bank accounts (assigned areas).

- Assist Team Manager in designing and developing standard measurement for better control accounts.

June 2005 – February 2007

Position: **Senior Finance Officer at AAC (Responsible for Middle East Areas)**

- Full responsible of reconciliation review and control of account receivables, account payables and bank accounts (assigned areas).

* Fully responsible for processing bank transaction.
* Support colleagues in dealing with cases and problems in their daily task.

January 2005 – May 2005

Position: **Finance Administration Officer at AAC (Responsible for China, Hong-Kong and Taiwan)**

* Processing cash transaction and customer debit/credit notes.
* Processing GSA report for Taiwan area both Passenger and Cargo.
* Reconciliation of bank accounts with account receivables and account payables.

**EDUCATION**

2000 – 2004 Assumption University Bangkok; Thailand

Bachelor Degree in Business Administration Majoring Finance

**TRAINING**

March 2013 - Inside NGO, USAID Financial Management

June 2012 - IRC HQ, International finance conference in Dubai, U.A.E.

June 2011 - DG ECHO, Partner training, ECHO Rules and Regulations

April 2011 - IRC HQ, International finance conference in Istanbul, Turkey

March 2011 - Inside NGO, USAID Rules and Regulations, Grants and

Cooperative agreements

September 2009 - Dharmniti, VAT and WHT for Airline Business

September 2008 - APM Learning, Riding the Winds of Change, Management Soft

Skill

August 2008 - Iverson, Advance Microsoft Excel 2003

February 2007 - Lufthansa, Train the Trainer Course in Krakow, Poland

June 2005 - Lufthansa, Summit with Management, Dubai U.A.E.

March 2005 - Lufthansa, Two weeks training of advance SAP for financial accounting, Frankfurt Germany

**SKILLS**

* Fluent communication skills in English and Thai both speaking and writing (TOEIC score 855 tested on 1 September 2009)
* Computer literacy;
  + Strong knowledge and working experience in Excel (2003 and 2007)
  + Experience in preparation presentations on Power point
  + MSWord knowledge and working experience,
  + Outlook e-mail work experience, in addition to various internet applications.
* Working Experience in SUN accounting system uploads and Vision extracting data and reporting preparation.
* SAP FI module accounting system.
* Staff training and coaching skill