



## **SREEJITH SUDHAKARAN**

Bangalore, India

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**Seeking assignments in Finance with an organization of repute.**

### **Summary**

A competent professional with over **14 Years** of experience in Accounts & Finance.

### **Presently working in Vasudev Adiga's Fast Food Pvt Ltd (Bangalore, India) as Manager- Finance and Accounts**

Last Company associated with Escom Trading and Contracting WLL.(DOHA QATAR) as a Manager Accounts & Finance. (05.12.2014 to 30.03.2019) with Qatar Driving License.

Possess functional knowledge in **Tally 9 ERP, SAP (FICO)**. Diploma in Computer Applications

Served as liaison between traditional Marketing function and the supply chain functions including planning, customer service, and distribution with emphasis on managing inventory. Identified and implemented cost reductions. Accurate and organized with strong problem solving skills, extraordinary attention to detail, and willingness to go above and beyond the job description. Fast learner with proven adaptability to new technologies and applications.

### **Areas of Excellence**

- Daily Sales Analysis of stores
- Stores Cost Controlling
- Home Delivery Sales Control – Swiggy and Zomato
- Daily Sales Reporting to CFO/CEO
- MIS- Analysis Various Expenditure
- Accounts Receivable and Accounts Payable (SAP)
- GST
- Documents Controlling
- Administration Overhead Expense Reports
- Import and Export Documentation
- General Ledger scrutiny (SAP)
- Stores and Corporate office Petty cash monitoring
- Cash flow
- Prepare Schedule for P&L and BS
- Controlling of OPEX and report.

### **Notable achievements**

- Earned a career reputation for exceptional efficiency.
- Entrusted to be the person trained on the ERP/SAP system for the management of sale purchase and accounts payable and receivables.
- Promoted from an initial accountant to Senior Level.

### **Employment Profile**

#### **Presently working in Vasudev Adigas Fast Food Pvt Ltd as Manager – Finance & Accounts**

- Report Daily Sales of all 23 no's of stores to the higher authorities
- Control Home Delivery Sales of Swiggy and Zomato
- GST- coordinating with consultant to pay GST on ontime.
- Weekly reconciliation of Receivable with Swiggy and Zomato
- Monitoring all the store OPEX

- Responsible for complete payable and receivable transactions.
- Responsible for all the bank and vendors reconciliation.
- Analyze trends, customer feedback, and prices both internally and externally to create new meal plans.
- Daily reconcile the menu and price with online aggregators like Swiggy/Zomato/Uber and Dunzo.
- Coordinating with Home Delivery Department to do the menu price reconciliation weekly basis with all the online Aggregators.
- Implemented cross functional team work between finance, operations, and marketing that included group decisions on promotions and additional tasks to improve overall performance and profitability
- Monitoring all the stores and corporate office petty cash.
- Supervising 12 nos of executives and three Assistance Finance Managers, which consisted of daily training, monthly evaluations, goal setting.
- Closure of books and prepare Monthly MIS and analysis of various expenses and presentation of analytical data's.

**Escom Trading and Contracting WLL.(DOHA QATAR)as Manager Accounts & Finance. – 05.12.2014 to 30.03.2019**

Escom Trading and Contracting WLL owns Constructions provides general contracting, construction management and pre-engineered metal building services to a broad range of commercial and industrial clients throughout Doha-Qatar.

**JD:**

- MIS – Monthly book closing and reporting
- Business data analysis to help the management to increase profit and minimize financial risk.
- Budget analysis.

**CitymaxHotels India Pvt Ltd (Landmark Group) – 01.06.2011 to 07.11.2014**

Citymax Hotels (India) Pvt, Ltd. owns and operates hotels, restaurants, food courts, and leisure facilities in India. It also engages in food and beverage franchising. Citymax Hotels (India) Pvt, Ltd. operates as a subsidiary of The Landmark Group.

**JD:**

- MIS - Monthly closing and reporting
- Group Accounting
- Prepare cash flow.
- Accounts PAYABLES and RECEIVABLES
- Daily Bank Reconciliation
- Verify PO and release the payments on time
- Monthly reconciliation of Rent and other OPEX
- Petty cash monitoring-
- Corporate expenses

JD in Detail

- Key member of Monthly MIS – Analysis of various expenses.
  - Key member of accounts and finance auditing in the company.
  - Maintain all the group accounts and report to senior level.
  - Maintained contracts for all office equipment's and service vendors. Performed utility invoicing for office lease tenants and storage/leasing invoicing while applying strong customer service skills.
  - Managed bookkeeping and updated journal entries. Produced all reports for Management evaluation.
  - Conducted bank reconciliation.
  - Maintain account payable/receivable reports and accelerate the respective functions.
  - Increased customer on-time payments by creating and implementing finance charges for late payments.
  - Daily/Monthly Ledger scrutiny of Rent and other Operating expenses ledgers and report to Department Head.
  - Monitoring Corporate Office Expenses daily wise and maintain proper records
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**Spencer's Retail Ltd. as Commercial Officer Dec 2010 to 30.05.2011****JD:**

- Ware House Stock Control and Time Management.
- Accounts PAYABLES and RECEIVABLES
- Corporate expenses monitoring
- Daily Bank Reconciliation
- Outlet Auditing

**Fabindia Overseas Pvt Ltd as a Accountant Feb 2005-2010 Nov**

Fabindia started as a wholesale export company and has since successfully established itself as a major retail player in the Indian market. Corporates, resorts and hotels are serviced through a dedicated Institutional Sales and Marketing team. The product range consists of garments for men, women, children and infants; garment accessories; home furnishings – bed, bath, table and kitchen linen, upholstery fabric, curtains, floor coverings and a range of non-textile products like furniture, lights, lamps and stationery. In addition to handcrafted clothing and home furnishings, Fabindia's product line includes organic foods and Personal care products.

- Accounts PAYABLES and RECEIVABLES
  - Expenses monitoring
  - Daily Bank Reconciliation
  - Outlet Auditing
- Key member of internal audit and control to revise internal inventory reporting process resulting in reconciliation of on-going variance affecting the branches. Documented reconciliation process in support of best practices.
  - Managed physical inventory process and identified warehouse layout improvements that increased efficiencies and alignment with financial ledgers.
  - Reconcile inventory at domestic warehouse and adjust the journal entries to balance general ledger with perpetual inventory system to coordinating with management.
  - Prepared filed sales tax returns, vat100 and tds payments through online.
  - Coordinating with auditors for filing E returns in quarterly wise.

**Academia**

<b>B.Com</b>	<b>Kerala University</b>	<b>2002</b>
<b>Pre-Degree</b>	<b>Kerala University</b>	<b>1997</b>
<b>10<sup>th</sup> Board of Examination Kerala</b>		<b>1995</b>

**Technical Forte**

Production Planning Package (Fabindia Overseas Pvt Ltd, Bangalore)

Merchandising Package (Fabindia Overseas Pvt Ltd, Bangalore)

**IT Credentials**

Diploma in Computer Management (DCM)- ER & DCI, Thiruvananthapuram, Kerala, India

Tally ERP9, ERP, SAP

**Personal Vitae**

Date of Birth : 25.04.1980  
 Languages : English, Hindi, Malayalam, Kannada  
 Marital Status : Married  
 Address : TC22/606, Nediavaruvilom, Irandimuttom, Manacaud PO Trivandrum, Kerala, India

**Declaration**

I hereby declare that all the information given is correct to the best of my knowledge and belief, and that I have not withheld any information, which might reasonably be calculated to adversely affect my suitability for employment.

**Sign:-SREEJITH.S.**