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| **BINDU KB**  **Senior Management Professional | Financial Control**  **Location Preference: Trivandrum**  kb.bindu@gmail.com  +91-9400759154 (M)/0471-2723384 (L) | |
| **CORE COMPETENCIES**    Management Reporting  Strategic Financial Planning & Control  Taxation& Statutory Compliances  Accounts Receivables/Payable  Treasury Management  Risk Management  Working Capital Management  Budgeting & Cost Control  Team Management & Leadership  **CAREER TIMELINE (Recent 4 Associations)**  **Since Apr'18 - Feb 2020 Hercules International Pvt Ltd**  **April 2017-March 2018 TAYAS GROUP**  **TAYAS**  **Apr'15 - Mar'17 CISSIL**  **Apr'12 - Mar'15**  **Innovation Experience India Pvt. Ltd.**  **SOFT SKILLS** | **EXECUTIVE PROFILE**   * **Strategic Leader,** offering nearly 21 yearsof dynamic career in reviewing and enhancing all **financial procedures and internal controls**, automating and integrating financial information systems, directing preparation of financial forecasts with coordinated budget projections * Successfully **managed teams in setting inspirational goals, defined KPIs & metrics for the team** and ensured achievement of the goals while collaborating with Senior & Board Level Management Team * Ensured **smooth running of the Accounts Payable & Receivable Department** and ensured efficient processing (payment allocation, reconciliation & month-end reporting) of company payables & receivables; excellent at liaising with creditors, debtors & banks * Established **consistent and appropriate business practices**, enhanced controls for credit risks, and built staff/supplier morale at a time of financial distress; instituted controls, teamwork and accountability throughout the entity * Supervised all tax compliance and submissions covering corporate tax, service tax and withholding taxes including tax returns, internal reporting and tax accounting * Track record of **Partnering with Cross Functional** Teams across the organization to drive decisions that maximize margins and profit along with identification of KPI for each business functions, leading workforce towards accomplishing business goals   **WORKEXPERIENCE**  **Apr’18 – Feb’20**  **Hercules Automobiles International Pvt. Ltd. as Accounts Manager**  **Key Result Areas:**   * Monitored and managed all day-to-day financial operations of the company, correcting ledger, ledger entries, checking invoicing, and transactions along with the management of Accounts Department employees. * Engaged in finalizing: * GST Return * Salary disbursement after deductions * Preparation of statements requested by the Auditor * Cash Flow/ Fund Flow Statement * Engaged in preparing daily reports * Prepared: * MIS Statements * Cost matrix * Revenue matrix * Ledger Scrutiny * Tracked BBND and Receivables * Reconciled Maruti sub ledgers * Supervised Bank Reconciliations and approval of payments * Tracked company's financial status and performance * Established and maintained financial policies and procedures * Checked customer settlements and issuing of Gate Pass * Managed Income tax Assessment and TDS deduction of employees   **Apr'17 – Mar’18**  **TAYAS as Manager - Finance and Accounts**  Monitoring and managing all day-to-day financial operations of the company, correcting ledger, ledger entries, invoicing, and transactions.   * Management of financial department employees, to include financial assistants and accountants * Tax preparation, auditing, banking, investments and other financial needs . * Tracking company's financial status and performance. * Seeking methods for minimizing financial risk to the company. * Research and analysis of financial reports and market trends. * Reviewing financial data and preparing monthly and annual reports. * Presenting and Monthly reports, financial data to Management. * Staying updated with technological advances and accounting software. * Establishing and maintaining financial policies and procedures.   **Apr'15 - Mar'17**  **CISSIL (Concern of Indian Small Scale Industries Pvt. Ltd.)as Manager - Accounts and Finance.**  Overall in-charge of financial record keeping of transactions involving monetary inflows/out flows.  The work involved, Preparing financial statements (Income statement Balance sheet and cash flow statement and taxation statements).  Payroll Administration salary payments and maintaining income tax records.  Accounting management-providing financial data for management, assisting in inventory management and contract purchase decisions,  Accounting information and analysis to plan, control and decision making  Compilation of Budget and monitoring budgetary control procedures  Monitoring financial transactions of the *EnteKada* outlets  **Key Result Areas:**   * Steered overall accounting operations and audit for the organization including collections, purchase, contract compliance, receivables, deposits, disbursements, payroll, fixed assets and inventory |

* Directed and coordinated all administrative and finance functions for various divisions (risk management), corporate legal matters with outside counsel, and annual line of credit renewals with financial institutions
* Provided necessary inputs and advice to the senior management on overall financing strategy
* Led the design of optimum capital structure and financial strategy for the company keeping in mind capital expansion for existing business, investment in new businesses/projects, and short-term cash optimization
* Ensured statutory compliance for FEMA, Company Law, Direct & Indirect Taxes, Customs, Weights & Measures, CST, Excise, Shops and Establishment Act, Contract Payroll
* Undertook customer profitability modelling / cost driver analysis to facilitate strategies to increase revenue and reduce overall cost
* Streamlined the department infrastructure for improving productivity & efficiency
* Establishing a new financial reporting system that enabled the company to evaluate profitability of each department on an individual as well as consolidated basis
* Prepared debt covenants calculation reports for the lending bank and other ad-hoc reports on financial performance and related ratios for external stakeholders (shareholders)
* Implemented internal control disciplines throughout the region to maintain integrity and accuracy of financial reports
* Complied with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions

**PREVIOUSEXPERIENCE**

**Apr'12 - Mar'15**

**Innovation Experience India Pvt. Ltd., Trivandrum as Administrative & Finance Manager**

**Apr'99 - Oct'14**

**Socio Economic Unit (Leading NGO), Trivandrum as Accountant/ Accounts Officer/Finance Officer**

**Engaged in Water conservation Management & Sanitation**

**Jun'97 - Mar'99**

**Primus Steel India Limited as Finance Manager**

**Jan'96 - Jun'97**

**Kurian Joseph & Associates Pala as Sales Tax Practitioner No. 33/97**

**Jun'95 - Dec'96**

**Kurian Joseph & Associates Pala as Accountant / Sales Tax Practitioner Trainee**

** TRAININGS ATTENDED**

* Project Formulation and Project Management through MS Project: Organized by Indian Institute of Management, Calicut, Jul’03
* Managing Finance in NPO’s: Organized by Accounts Training Institute (Center for Finance and Programme Management of G.Os), Bangalore, 2004
* Office Support Staff Training Course: Organized by Ahmadabad Management Association, Feb’04
* Training Program on Planning, Executing, & Managing Corporate Social Responsibility Projects –Amritha Viswa Vidyapeedam and Shanthi Ashram, Jan’14

**CERTIFICATION**

* Sales Tax Practitioner No.33/97

 **EDUCATION**

**ICWA Inter (course completed);**March 2001

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**Post Graduate Diploma in Financial Management** from univ.; 1998

**M.Com.** from Kerala University; 1997

**B.Com.**from Mahatma Gandhi University; 1993

**PERSONAL DETAILS**

**Date of Birth:** 28th March 1972

**Languages Known:** English, Hindi & Malayalam

**Address:** Sowbhagya’ 23 A, Althara Nagar, Opp. Heera Blue Bells, Vellayambalam, Sasthamangalam, Trivandrum - 695010 Kerala