# OBJECTIVE

I am seeking a managerial position in a challenging environment, within the specialization of Finance and Accounting*.*

# EDUCATIONAL QUALIFICATION

* Bachelor Degree in Commerce passed out from Mahatma Gandhi University, Kottayam, Kerala
* Passed Intermediate Examination of **ICWAI** in first attempt

# CERTIFICATION

* Certification from “**IIM Raipur”** for Advanced Corporate Finance & Risk Management
* Completed Training as a Consultant in **SAP** **FICO** Module from “COKONET Technologies”

# ERP & COMPUTER SKILLS

* SAP FICO, ERP ECC 6 & 7 and S/4 HAN
* MS Office (Excel, Word and PowerPoint)
* Tally ERP9, Focus, Navision, Oracle, SAP

# EXPERIENCE

More than 22 years of experience in the field of Finance & Accounting

* April 2018 to June 2020: RP Techsoft international (Pvt) Ltd
* July 2007 to Sept 2017: Quest Global Engineering Services Pvt Ltd (QuEST)
* June 2004 to July 2007: Asianet Satellite Communications Ltd, India
* Mar 2001 to Mar 2004: All Metals Industries LLC, Dubai.
* May 1999 to Mar 2001: Aristo Pharmaceuticals Ltd, Chennai, India
* Mar 1997 to May 1999: Index Informatics Pvt. Ltd, Bangalore, India
* Feb 1996 to Mar 1997: Sumeet Motors, Bangalore, India

# PERSONAL DATA

Date of Birth : 28th May 1971

Nationality : Indian

Father’s Name : Mr. K. Padmanabhan Nair

Permanent Address : 305 J’, Diamond District, Pangappara, Trivandrum – 695581,

Sex / Marital Status : Male/ Married

Language Known : English, Hindi, Malayalam, Tamil

Hobbies : Cricket, Astrology.

Passport Details : R 7267216

Reference: Reference will be provided upon request.

# CAREER PROFILE (latest first)

**April 2018 to June 2020: RP Techsoft International ( P) Ltd**

*Position : Finance Manager*

About the Company: RP Tech is the IT Division of the Multi billion dollar Group RP Group of Companies. RP tech is providing solution to various clients in to the domain of ERP/IMS services*.*

*Job Responsibilities*:

* Managing the entire Finance operations of the company such as Finalization of accounts, monthly MIS reports, Budgets, Revenue recognition, Order to Cash, P2P, Treasury Management.
* Preparation of MIS reports such as Monthly and Quarterly P & L, Cash flow, Billing and Collection reports of the organization to the Top Management.
* Liaising with Bank, Auditors, Statutory authorities for smooth functioning of the organization.
* Co- Ordination with Business heads and Delivery Heads for proper analysis of Revenue, Projections, receivables and collection.
* Analyze the profitability of account-wise and project-wise of key customers for the over all performance analysis.
* Treasury Management and allocation of Funds for Project Management/ Procurement of CAPEX and other operational Expenses.
* Follow up with customers to ensure the billing and collections happens on time.
* Any other activity for the smooth functioning of the organization.

**July 2007 to Sept 2017: Quest Global Engg Services (P) Ltd**

*Position: Manager (Fin)*

About the Company: Quest is a multimillion business unit for the development of high end software with verticals such as Health Care, Transportation, and Industrial Automation etc.

*Job Responsibilities:*

* Managing a team of professionals of Order to Cash (O2C) functions of shared service of software business comprising of various entities on a global level.
* Managing the team for Project finance, invoicing, collection and cash application of multiple entities.
* End to End responsibility of O2C including Invoice submission and payment of follow up directly with customers to limit the involvement of sales/ other Dept.
* Revenue recognition, AR, UBR, RAR analysis and take necessary steps to bring it under control.
* Analysis of DSO and take necessary steps for controlling it.
* Coordination with business heads & delivery heads for proper analysis of revenue, outlook, UBR/RAR documentation, receivables & debt management.
* Leading a team for preparation MIS reports of Delivery Units such as P &L, Cash Flow, Budget, Outlook and all other reports for the presentation to the top management.
* Review MSA SOW P.O for nature of contracts into T&M FMB FB and analyze the rate and man month for completion of contracts.
* Analyze the profitability of account-wise and project-wise of key customers for the overall performance analysis.
* Co-ordinate with Business Managers for providing the FTE cost for pricing.
* Coordination with auditors for providing adequate data for Quarterly Audit.
* Any other activity for smooth functioning of the department.

**June 2004 – July 2007: Asianet Satellite Communications Ltd**

*Position: Regional Manager (F& A)*

*About the Company*: Media, cable service, internet service provider

*Job responsibilities*

* Overall responsibility of the region comprising 10 centres in central Kerala
* Co-ordinate the activities of the centres & compile the data for the corporate office
* Control the debtors through Co-ordination with high profile marketing team & a pool of Business Associates
* Analyse the centre profitability & Comparison of actual P & L with the budgeted P & L

**Mar 2001 – Mar 2004: All Metals Industries LLC (Dutco Group of Companies)**

*Position: Accountant*

*About the Company: Engaged in Hot Dip Galvanizing, Steel Foundry and Fabrication.*

*Job Responsibilities*

* Handling accounts up to finalization
* Trade service functions such as letters of credit, bank guarantee
* Monitoring overdraft accounts / term Loan with bank
* Bank reconciliation
* Reporting outstanding receivables, collections, cautioning about the overdue / doubtful receivables
* Monitoring the collection follow-ups
* Advising for creditors payment, monitoring and accounting purchases, inventory accounting
* Preparation of payroll, leave and final settlement dues to the employees
* Maintaining fixed assets register, making depreciation provision
* Monthly MIS reports, Profit & Loss accounts, balances sheet, cash flow statement

**May 1999 – Mar 2001: Aristo Pharmaceuticals Ltd**

*Position*: Accounts Executive

*About the Company*: One of the leading pharmaceutical companies in India, I worked in the Chennai Regional Office and reported to the Finance Manager at the corporate office, in Mumbai.

*Job Responsibilities*

* Verification of daily transactions in fully computerized accounting system
* Ensure that all the vouchers are properly entered and the statement of accounts shows the actual financial position of the company
* Preparation of monthly reconciliation statements of various bank accounts
* Verification of the monthly reports given by the personal department towards the fund requirement for the salary and other benefits payable to the employees
* Reconciliation of debtors/ creditors account with the statement of accounts clients and preparation of weekly ageing analysis
* Filing monthly Sales Tax returns, Central Excise returns, MODVAT returns

**Mar 1997 – May 1999: Index Informatics/Grental Technologies (Index Group)**

*Position*: Accounts Executive

*About the Company*: One of the leading manufactures of UPS at Bangalore

*Job Responsibilities*

* Maintaining all the books of accounts
* Monthly bank reconciliation
* Trial balance, Profit & Loss A/c & balance sheet
* Finalization of accounts and filling necessary returns with various Govt. authorities
* Co-ordination with auditor and active participation in finalization
* Independently handled accounts for a division.

**Feb 1996 – Mar 1997: Sumeet Motors**

*Position:* Accounts Assistant

*About the Company*: One of the major dealers of Opel Astra Car at Bangalore