

Shatish Potharaju

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Job Objective

Seeking senior level assignments in **Accounts Finance Commercial Operations** with an organization of high repute.

Profile Summary

A competent **Accounts Finance Commercial** professional with over 25 years' versatile experience in **Manufacturing, Mall, Retail, Travel & Entertaining industries** catering

Accounts / Finance/Commercial	Material Management	Procurement Management	Inventory Management
SOP/ERP/System Implementation	Liaising & Coordination	MIS /Reports/Insurance	Audits / Assessments

Tharo at Setting up Companies and Operating Efficiently i.e. statutory compliances for registrations, Capitalisation, Implementing Systems SOPs ERPs, Operational Accountings, Cash Flow, Costing, Budgets, Audits, MIS, Filing Results etc.

- Adept at analysing **financial viability** of new ventures, forecast of **project finance requirement, drafting project reports**, Conceptualizing implementing financial procedures, working capital management, internal financial controls, and costing.
- Conversant with **Accounting Standards**, Direct & Indirect Taxes, RBI, Income Tax, GST, Codification of **Fixed Asset Register**.
- Tracking **budget vs actual** figures during project upcoming, issuing commercial **contracts** related to project and operational
- Efficient in total **Operational Accounting, Payroll**, Scrutiny of Ledgers, AR/AP/Bank Recos, Cash flow, **MIS, Budgeting**, Audits.
- Handling **Audits, Assessments** related to Itax, Sales Tax, Excise, Internal & Statutory auditors (**E&Y, KPMG, PWC, GT etc**)
- Well versed with:
 - Liaisoning with Govt Authorities towards Co. Registrations – formalities with ROC, Income Tax Authority, Import Registrations – IEC Numbers, PAN, TAN, S.Tax, TIN, Excise Registration, Profession Tax, Provident Fund etc.
 - **Customising and Implementing ERPs** – TRAACS, YARDI, SAP, Oracle, BPCS, Galaxy, Touche, Web Prolific, ERetail, Tally.
 - Ensuring reports **generated**, Financials & Inventory, to suit Company's all requirements.
- Proficient in **Finished Goods** and matters involving Consumption & Inventory.
- Taking appropriate **insurances** covering all risks and liabilities e.g IAR, CGL, Plate glass, Medical, PA, Transit etc.
- **Well versed with: total Retail Mall Business**
 - Reviewing Lease agreements. Maintaining trackers ensuring billings are done as per agreement e.g License Fee, Revenue Share, Common Area Maintenance (CAM), Electricity, HVAC, Water etc. Impact of Rebates, Annual reconciliations followed by Recovery / Refund.
- Over two and half year's thoro experience in **travel business** dealing with BSP, Airlines, TRAACs etc.
- Led **online business**. Scrutinising accounting orders money via various gateways, reconciliations of money & inventory, etc.,
- Possess excellent communication, interpersonal, negotiation, analytical and problem solving skills.

Organisational Summary

Tenure	Units	Business	Position
Jun'18–Oct'20	Melcom Group, Ghana, Africa	Retail / Travel / Manufacturing	Sr. Management
Sep'16–May'18	The Pavillion Mall, Pune	Mall / Retail / Leasing Industry.	Head
Apr'14–Sep'16	INORBIT Mall, Pune	Mall / Retail / Leasing Industry.	Head
Aug'12–Apr'14	ADLABS Entertainment, Khapoli	Entertainment / Retail / F&B	Head
Jun'10–Aug'12	Formica Holdings Ltd., Pune	Manufacturing Industry.	Head
Sept'04–Jun'10	Ever Electronics (P) Ltd. Pune	Manufacturing Industry.	Head
Jun'96–Sept'04	Finolex Cables Ltd., Pune	Manufacturing Industry.	Mid Management
Apr'95–Jun'96	Pam Pac Machines Ltd., Pune	Manufacturing Industry.	Mid Management
Mar'93–Apr'95	Be- Delft Electronics Ltd., Pune	Manufacturing Industry.	Mid Management
Feb'89–Mar'93	Essar Steel Ltd., Surat	Manufacturing Industry.	Mid Management

Jun'18–Oct'20 **Melcom Group at Ghana, Africa.** Largest **Retail** chain of Ghana, Monopoly in **Travel** Ticketing Business, **manufacturing** industries.

Role.

- Leading a team of 8 people from Accounts, Finance and Sourcing Department.
- Solely responsible for all **Group Creditor's transactions** from accounting, Cr/Dr notes, payments, Cash flows, review of ledgers, inventory controls, collection of rentals for space used for promotion, etc.
- In charge of **Melcom Travels – Domestic international ticketing business**, Melcom Bakery & Melcom Plastic Industries,
- In charge of **Melcom Online**– tracking of orders, confirming payments received, reconciliations etc.
- **Finalisation of books**, MIS, Audits, filing returns of these companies.

Sep'16–May'18 **Pavillion Mall, Pune**, A new setup Premium Class Mall of ICC Realty India Pvt Ltd (A Group Company of **Panchshil & Blackstone**) as **AGM – Finance and Accounts (Heading Accounts, Finance, Purchase, Stores, etc.)** Second most senior member of the Unit

Role.

- Tracking of **budget vs actual** figures during project upcoming & approving Purchase Requisitions for operations.
- Issuing commercial **contracts** related to project and operational e.g AMC's Security, Parking & Housekeeping etc.
- Scrutinising, Purchase Orders, commercial contracts in lines with Budget finalised.
- Preparation / updating of SOPs, RFP (Request for Proposal), drafting formats, internal checks to track all activities in time.
- Responsible for scrutinizing lease agreements related to Retailers, ensuring no billing is late or missed,
- Ensuring **Space on Hire** are always leased out through Signage / Promotional activities hence no loss of revenue.
- Calls related to premium / discounts are in lines with the SOP of the company.
- Reviewing AP & AR ledgers. Following up for Outstandings / Bank Guarantees / TDS certificates.
- Generating various **MIS Reports** Related to Footfall, Parking, Trading Density, Sales, Food Court, Customer Satisfaction, Retailer Satisfaction, Various Expenses, Power & Water Consumption – Daily / weekly / Monthly for Management.
- Preparation of **Annual Budget for the Mall**. Tracking of **budget vs actual** figures on monthly basis.
- Analysing CAM (Common Area Maintenance) Charges.
- Preparation of **Salaries** & related works / return e.g IT, Ptax, Pf etc.,
- Heading **Audits** related Internal & Statutory Auditors (Grand Thornton).
- Taking appropriate insurances covering all risks and liabilities.

April'14 to Sep'16 **INORBIT Mall – Pune**, (Unit of Largest Mall Chain in India) **Trion Properties P Ltd (A Group Comp of K Raheja Group)** as **Sr. Manager (Heading Accounts & Finance, Second Most Senior of the Unit)**

Role.

- Similar to role at Pavillion Mall briefed above.

Highlights.

- Received Appreciation for the trackers made to track the expense from overshooting Budget.

Aug'12 – April'14 **ADLABS Entertainment Ltd., (A Theme Park – Similar to Disney World), at Khapoli, which is between Mumbai & Pune** as **Sr. Manager – Accounts / Finance / MIS (Second Most Senior in Commercial)**

Role.

- Tracking of **budget vs actual** figures during project upcoming & approving Purchase Requisitions based on budget.
- Issuing commercial **contracts** related to project and operational (Covering Theme Park, Restaurants & Retail Outlets).
- Preparation / updating of SOPs, drafting formats, internal checks to track all activities in time.
- Planning, Coordinating & implementing all **ERPs** of the Company. Touché-F&B, eRetail –Retail, Galaxy –Ticketing, Sun – Project Accounting & Web Prolific – Accounting/MIS and receiving the data through interface
- Implementing & Handling various processes to control daily revenue inflows from Ticketing, F&B and Retail Sales.
- Daily Rigorous Reconciliations / Scrutiny between various revenue data as very high value are involved on daily basis.
- Reviewing ledgers. Follow up for Outstandings & credits pending against Credit Card transactions.
- Generating various **MIS Reports** Related to Footfall, Parking, Sales, Food Court, Customer Satisfaction & wastages.
- Coordination with MITCON & Consortium Banks towards funding the project, Reports and **Fixed Asset Register**.

Highlights.

- Attended numerous workshops on Efficient Planning / Managerial Skills / ERP.
- Acknowledged with awards & recognition for implementation of ERPs.
- Received Appreciation Award for role played in the completion of Theme Project in Sep 2013.

Jun'10-Aug'12

Formica Holdings Ltd., (A UK- New Zealand MNC), at Pune as Financial Controller

Role.

- Involved in **statutory registrations** of Company, Carried out activities related to **import, funding, planning, procurement, capitalisation, costing, budgeting** etc. Procurement of **Laminates manufacturing Plant**. Preparation of Fixed Asset register.
- Handled **Operational Accounts**, Scrutiny of Ledgers, AR/AP/Bank Recos, Cash flow, Financials, Balance Sheet .MIS, Hyperion, TM1 etc. Processing of **Salaries** & calculation of I. Tax.
- Stock Transfers. Billing to our Agencies. Inventory & Accounts reconciliation. Follow up for payments.
- Had been point of contact for coordination between with HO- UK & India for monthly Closing entries & MIS review.
- Ensuring no **setoffs** is missed out. Filing of **Statutory returns**, attending **assessments** related to VAT, Service Tax, Excise etc.
- Headed **Audits** related to Itax, Sales Tax, Excise, Internal & Statutory Auditors (**KPMG**).
- Planned & implemented **ERP** (BPCS & Income Tax) system.

Highlights.

- Successfully implemented.
 - ERP-BPCS by interacting with all departments on their needs & with team of BPCS - Newcastle, UK & Bangalore.
 - Accounting processes of Parent Company along with statutory needs in India.
- Had in debt Training in BPCS, Plant Process & Other Management processes. Visited UK twice to implement the same here.
- Generated project financials for loans & other banking facilities for the banks.

Sept'04-Jun'10

Ever Electronics (P) Ltd., Pune (Associated with LG Electronics) as Head - Commercial

Growth Path.

Sept'04-Mar'06

Manager (Accounts & Finance)

Since Apr'06

Head (Commercial)

Role.

- Been **instrumental** & proudly associated with growth of Co from a Share Capital of 2.25 Cr to Assets Value of 60 Cr. Had a priceless exposure in managing internal accruals for funding the expansion along with operations.
- Preparing **Project Financials**, Suitable Drafting **Reports** and in line arranging **loans & facilities from financial institutes**.
- Carried out activities related to **capitalisation**, expensing off, accounting, TDS matters, insurance, banking, audits & **excise matters related to shifting factory** & service tax transfers.
- Balanced role in Expansion of Company along with Operational Accounting, Payroll, Scrutiny of Ledgers, Reconciliations, Cash flow, Financials, Consumption, Inventory, Costing, and MIS to the benefit of Company in lines of Financial Reports submitted to Financial Institutions, filing Results, Audits, ROC, Insurance etc.
- **Identifying, negotiating & developing vendors for components, spares, Capital Goods, Electrical & Electronic Items, Raw Materials and import substitute.**
- Assessing vendor capabilities with focus on quality control & manufacturing standards.
- Negotiating with Insurance Company to get most favourable rates & covers for the company

Highlights.

- Periodically arranged loans upto Rs 45 Cr. for imports related to plant expansions in a span of three years.
- Received appreciations from the management for efficient planning, procurement procedure, import handling & meeting schedules without hampering operations & availing excise benefits
- Steered efforts in importing raw materials & machinery under exemptions i.e with nil duty followed by smooth clearance with a thorough coordination with exporters and C&F agents backed with a clear paper work
- Actively acted as a single point of contact from registration, project capitalization to completion during project Phase.
- Coordinated with technical team of **Oracle** for sorting hurdles, coding, planning implementation schedules and transferring Tally data into Oracle.

Previous Experience

Jun'96–Sept'04 **Finolex Cables Ltd., Optic Fibre Division (Formerly AT&T / Lucent Technologies Finolex Ltd., JV between AT&T/Lucent of USA & Finolex Cables Ltd.), Pune as Assistant Manager – Accounts Finance**

Growth Path.

Jun' 96 – March'99 Sr Executive April'99 – Sept '04 Asst. Manager

Highlights.

- Handled **Operational Accounts**, Scrutiny of Ledgers, AR/AP/Bank Reconciliations, Cash flow, MIS. Preparation of Financials, Balance Sheet along with Schedules etc.
- Stock Reconciliation, Vendor Payments, Billing, Collection of outstandings, issuing & following of TDs Certificates etc.
- Carried out activities related to **capitalisation**, expensing off, accounting, auditing, TDS matters, insurance, banking, **excise & service** tax transfers. Handling **Audits** related to Internal & Statutory Auditors (**PWC**).
- Filing of **Statutory returns**, attending **assessments** related to VAT, Service Tax, Excise etc.
- Played a lead role in implementing SAP in Optic Fibre Cable Division, Fibre Division & Fibre Reinforced Plastic Division and transferred Tally data into SAP
- **Assisted in setting up I2IT Pvt. Ltd., International Institute of Information Technology** (A Joint Venture of Finolex Cables Ltd.) with the assistance of **World Bank**.
- Effectively coordinated with **Ernst & Young** for collecting data, generating project report, preparing project financials as per requirement of World Bank

Apr'95–Jun'96 **Pam Pac Machines Ltd.,** (A Joint Venture of Associated Capsules Ltd., Mumbai & IWK Verpackungstechnik GMBH, Germany), Location Pune as Executive Accounts Finance

Mar'93–Apr'95 **Be- Delft Electronics Ltd.,** (A Joint Venture of Bharat Electronics Ltd & Delft Instruments Holland), Location Pune as Jr. Officer Accounts

Feb'89–Mar'93 **Essar Steel Ltd.,** Hazira, Surat as Jr. Officer Accounts

Education

1988 B.Com. From Calcutta University, Kolkata

1994 PG Diploma in Financial Management from Indira Gandhi National Open University (IGNOU)

(For personnel reasons couldn't attend the paper on both occasions. Hence incomplete. 1 paper still left)

Personal Details

Date of Birth: 27th January, 1966

Address: Medha Apartment, Flat No. 15, Sanewadi, ITI Baner Road, Aundh, Pune – 411007, Maharashtra

Languages Known: Bengali, Hindi & Telugu

Salary

Present Annually 28 lacs INR

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