## **MANJUNATH MURDESHWAR**

**MBA-Finance and Accounts**

**CEI-KAH(EFMA)**

**Associate Member-CPA**

**EMPLOYMENT PASS VALID TILL FEBRUARY 2018**



**Contact : +65 90687374 E-mail : manjunath.murdeshwar@gmail.com**

To be a part of a professionally managed organization, achieve excellence in all my endeavours and enhance my knowledge and skills in a competitive environment.

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| **Synopsis** |

* An incisive professional with more than 10 years of experience in SAP, Finance and Accounts, MIS Reports, Financial Statements, Variance Analysis, Research Analysis, Internal Audit, Treasury Reports, Full sets of Accounts and HR functions for different company background like IT, Shipping, Finance & Accounting Shared Services and Business Process Outsourcing.
* Well versed with U.S. Bank (Federal Bank of New York & Federal Bank of San Francisco); U.S. Department of Treasury, US GAAP, SOX, US Taxation, Singapore Tax, Singapore GST and MAS reports and Indian taxation rules.
* Possess analytical and research skills combined with a strong understanding of business issues and processes. Ability to move the business forward through continuous improvement efforts.
* Comfortable with a high volume, cross cultural working environment and flexible timings.

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| **ORGANISATIONAL EXPERIENCE** |

***SIX CAPITAL (FX TRADING) PTE LTD, SGX CENTRE Singapore Jan, 2016 – Till Date***

***Finance Manager***

***SAP, MYOB***

* Supervise the finance team on a day to day basis ensuring that work is prioritized to meet deadlines. Coordinate workload for the team, ensure viable staff covers of the department and provide support and training as appropriate.
* Produce weekly sales statistics for circulation to management relating to various investment plans.
* Calculation of monthly sales and referral commission for sales done by wealth managers.
* Carry out bank reconciliations for all of the entities, investigating any unusual items and preparing them for review by the Vice President-Finance.
* Assist the CFO in the annual budget process and long term forecast process working to deadlines and engaging stakeholders.
* Forecast cash flow positions, related borrowing needs, and available funds for investment
* Assist in GST and MAS quarterly and yearly filing.
* Evaluate and make recommendations on the automated systems and processes within the department, working with the CFO to modernize and improve the function.
* Perform internal audit to maintain proper records as per rules and regulations.
* Prepare timely audit reports for executive management, the Audit Committee and the Board of Directors.
* Contributes, as appropriate, in the year-end financial audit with the external auditor.
* Maintain banking and Auditor relationship.
* Create additional analyses and reports as requested by management

***GIORGIO FERRARI PTE LTD, TANJONG PAGAR Singapore May, 2014 – Dec, 2015***

***Accounts and Finance Manager (Handling team of 3 people- 1 under AR, 1 under AP and 1 under GL finalisation)***

***SAP***

* ***Financial & Accounting Reports:*** -
* To maintain full set of books of accounts and preparation of monthly financial reports (P&L, Balance sheet and various financial reports.) Ensure roper reconciling to obtain accurate financial statements.
* Preparation of prepaid and accrual schedules, fixed assets register and bank reconciliation.
* Oversee the accounts receivables and credit controls functions. Ensure proper collection of funds with major goal of reducing the bad debts as much as possible.
* Overlook on proper billing and invoicing to clients and also follow-up of the same. Ensure all PO and invoices are key in correctly and payments are done on timely basis
* Ensure compliance with corporate directives and accounting policies.
* Assist in financial analysis, budgetary and forecasting assignments
* Communicate with auditors and responsible for the statutory financial statements.
* Develop forecasting models for financial decisions, including mergers and acquisitions.
* Cash flow management (monitoring & forecasting of company cash flow)
* Provide review and recommendations to executive management team by conducting necessary research and analysis.
* Perform financial evaluations on day to day company-wide operations and implementation of new strategies.
* Liaising with banks on new loans / borrowings or repayments.
* Determine investment and funding methods for cash surplus / deficits
* Assist in GST and MAS quarterly and yearly filing.
* Monitor constantly the foreign rates to make maximum benefits during trade.

***Business Development and System Implementation: -***

* Assisted in process transfer from MYOB to SAP with emphasis on Finance and various reports.
* Constant audit the conversion process to have a smooth flow of business. Spent sufficient time to specify, program and test the conversion programs.
* Identifying the current state of the process, as well as improvements that need to be made
* Establishing process performance objectives.
* Creating KPIs to measure the success of the process.
* Monitored process and maintained integrity of all financial applications.
* Managed month closing process for all finances and ensured accuracy of data.
* Coordinated with various business owners and implemented necessary system enhancements.
* Performed internal audits and maintained compliance to various organization policies.
* Maintained system enhancements and ensured compliance to all business objectives.
* Evaluated audits on records and ensured optimal quality of all data.
* Analyzed existing programs and recommended required changes on same.
* Provided support to various business process.
* Identifying specific future change requirements
* Empowering team members by giving them ownership and responsibility for the improvement of a process
* Being responsible for the end-to-end performance.
* Driving process improvement activities and creating incentives
* Monitoring the ongoing process by identifying current state of the process, any objectives still to be achieved and comparing the current performance to the predefined baseline. They also work to ensure that only the approved changes are implemented by acting to influence any factors that might interfere with process improvement.

***Cognizant Technology Solutions, Changi Business Park, Singapore December, 2011 – March, 2014***

***Client: UBS Bank-Stamford, USA***

***Process Specialist***

***SAP, Hyperion, MS Dynamics.***

***Reason for leaving: Process moving back to India and wanted to continue in Singapore***

* Working for “Financial and Accounting Reporting” process for *UBS,* biggest Investment bank in Switzerland, operating in more than 50 countries.
* Working for “Accounting Reporting” for Cognizant Technology Solutions Asia Pacific Pte Ltd.
* Frequent visits to client location for Onsite Transition (Stamford-United States of America) & for Knowledge Transfer.
* Involved in Process Reengineering for bank reports by developed templates for various reports in order to promote a standard approach, which resulted in the enhanced understanding as well as cross training of the activities to the peer.
* Updating of Standard Operating Procedures (SOP’s)
* Providing Training to co-workers to reduce key dependencies and achieving the required SLA.
* ***Financial & Accounting Reports:*** -
* Preparation of Daily Liquidity Gap and Cash flow report to know the exact position of the company’s liquid assets.
* Preparation of validation reports to ensure proper compliance to Finance policies and procedures and Financial Reporting Standards.
* Key in necessary Journal entries, GGATS to tally the financial and accounting reports.
* Preparation of detailed Analysis report on Monthly expenses in form of commentary on each variance.
* Involved in invoice creation of PO and Non PO based vouchers. Vendor payments through ACH.
* Preparing footnote for 10Q & 10K reports providing details for Regulatory Reporting.
* Quarterly Board Presentation reports.
* Preparation of Audit Schedules and liaising with auditors for quarter end and year end activities.
* Conducts risk assessments and identifies controls in place to mitigate identified risks.
* Prepare audit recommendations, follow-up for same and check if the measures are implemented.
* Integrate Hyperion and Sap reports and analyse the variance for the same.
* SOX audit: to verify confirm that the books of accounts and various transactions are as per the SOX compliance and reporting of any difference to the management.
* Forecasting of effective tax rate and assisting in provision of various quarterly tax reports.
* ***Bank Reports***: -
* Reviewing Monthly Treasury International Capital Reports (TIC Reports) prepared for U.S. Department of Treasury.
* Preparation on Risk Management Premium sheet and Blackrock Loan sheet to keep a proper track on Loans and Advances.
* Prepare Hedge accounting report on Quarterly basis to keep a track on hedges.
* ***Management Reports*** ***and System Implementation: -***
* Assisted in system implementation wherein assisted in converting of various reports from Hyperion, SAP business warehouse into single report for better overview and audit purpose.
* Successfully implemented macros for various excel reports for quick overview of complex reports.
* Monitored and audited the implementation process and successfully moved the process towards Go-Live.
* Analyzing customer needs and determines how operations can be altered to improve service to customers and better meet their needs.
* Solve complex problems relating to the operation of the business.
* Recommend process improvements for every day operating procedures.
* Assist in documentation of SOA, procedures for smooth flow of process.
* Managing training and controlling the team’s performance through preparation of dashboards and key metrics and reporting the same to management

***Maersk Global Service Centre, Pune- Executive January, 2010 – November, 2011***

***SAP /PeopleSoft/IFS (Handled Team of 5 people-2 under AR Billing, 1 under Accounts Payable and 3 under GL reporting)***

***Client: APM Terminals-Charlotte USA.***

***Reason for leaving: Getting better opportunity in Singapore based company.***

* Daily maintenance of Cash Flow and Cash Forecasting and Bank Reconciliation.
* Daily Review of Bank Accounts and reporting the same to the Site.
* Follow up with the bank regarding Balances and Various charges charged.
* Preparation of Quarterly statements as per Bank compliances.
* Follow up with Loan Transactions and maintenance of loan records.
* Conversion of bank Files and import of same in ERP software.
* Reconciliation of Merchant and Bank fees.
* Preparation of Monthly accruals and reversal accruals in respect of treasury.
* Instant invoices for Tax, MESC Invoices, Expat Chargeback’s etc.
* Finalization of Accounts which includes intercompany reconciliation, Balance sheet reconciliation and Preparation of Financial Reports and maintain records as per SOX rules and regulations.
* Running Hyperion report and analysing the same. Reconcile variance between Hyperion and SAP reports.
* Generating and analysing various SAP reports which aid the management in proper Planning and Forecasting.
* Vendor payments through ACH, Wire, check.
* Verify of Invoices along with PO and uploading of the same.
* Supplier creation as per requirement for the process.
* Vessel Billing, customer recovery and aging analysis
* Interaction with customers for collection.
* Liaising with external auditors during year end auditing for Charlotte Region. Discuss regarding the various internal audit process conducted and various results achieved.
* Assisting in the FIN 48 process and various quarterly tasks.
* Various AD hoc tasks as per management which includes budgets and forecasting.
* Preparation of SOA and training documents to support new staff and smooth flow of process.
* Ensure the team is complying and meeting the SLA, handle escalation and report the same to SDM.

***Raj Promoters and Civil Engineers Pvt Ltd, Pune – Financial Assistant September, 2008 – January, 2010***

***Tally/SAP***

***Reason for leaving: Small scale of business and less scope to develop.***

* Maintaining of day to day accounts like reconciliation of Banks, Calculation of Interest of Cash Credit Account along with preparation of Financial Statements.
* Gathering, storing, analyzing, and providing access to data to help senior management make better business decisions.
* Follow-up with Banks, Creditors, Debtors relating to day to day activity. Making payments to creditors and reconciling of same.
* Monthly reporting consisting of Project Costing, Trial Balance, Profit & Loss, Balance-sheet to Director-Finance.
* Looking after loan proposals and documentation for various machineries and construction equipments.
* Making provision for Taxes and prepare E-return for both Salary and Non Salary. Timely issue of certificates for the same.
* Liaising with external auditors on regular basis for Monthly and yearly auditing. Suggest various steps for smooth flow of internal audit process.

***Accountancy Academy, Pune – Accounts Executive April, 2005 – August, 2008***

***TALLY, SAP, RELYON, TUTIS***

***Reason for leaving: Small scale of business and less scope to develop.***

* Technical as well as functional experience in SAP and Tally software (Tally 7.2 and Tally 9). Hand on experience in setup of accounts and inventory in various fields like manufacturing, construction business etc along with FBT, TDS, Excise working.
* Constant touch with clients relating to queries in day to day accounting and finalisation of accounts.
* Experience of working on Payroll software developed by Relyon Softech Ltd, Bangalore. Implementation the whole salary process starting from creation of Salary heads to Report generation along with PF, ESI and TDS working.
* Experience of Taxation software on TDS, Income Tax developed by Relyon Softech Ltd, Bangalore. Implemented TDS and Income Tax software for various Charted Accountants as well as companies. Also have hands on experience in TDS filing along with working of Form 16 and Statement of Total Income.
* Experience in Attendance Management software developed by Tutis Technology, UK (Bio-metric Attendance System). Implemented the whole attendance management system starting from Registration🡪Software Implementation🡪Maintenance of Shifts and Schedule, Leaves 🡪Report generation.

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| **ACADEMIC CREDENTIALS** |

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| ***Education*** | ***Institute*** | ***Year*** | ***Class*** |
| MBA Finance and Accounts | INDSEARCH, Pune University, Pune | May 2008 | Above 70%-Distinction |
| PGDBM- Finance and Accounts | INDSEARCH, Pune University, Pune | Feb 2006 | Above 65%-First Class |
| B. Com-Costing and Accounts | Symbiosis College of Arts and Commerce, Pune | March 2003 | Above 70%-Distinction |

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| **OTHER QUALIFICATIONS and area of profiency** |

* NCFM Course- Financial Markets.
* Diploma in Cyber Law
* Certificate Course in Tally.
* Certificate course in MS Office.
* Software’s: SAP, MYOB, IFS, TALLY, MYOFFICE, HYPERION
* Well versed in excel, pivot, lookup and macros.

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| **INTEREST AND CO-CIRRICULAR ACTIVITY** |

* Listening Music
* Playing Guitar
* Playing Football and Cricket