

RAVI MALOO

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CAREER OBJECTIVE

Attained experience of two and half years in the field of commercial operation, now seeking challenging assignments and exposure under financial management with an esteemed and reputed organization.

KEY SKILLS

SAP, MIS, Cash Flow, Financial Statement, IFRS, Auditing, Working Capital Management, International Logistic, Insurance, Contracts and Claims, Accounts Payable, Receivable Control, Budgets, Cost Analysis, Control & Reduction, Team Management, Financial Analysis and SOPs Implementation.

WORK SYNOPSIS

KALPATARU POWER TRANSMISSION LTD (Leading EPC Contractor)

May 2015 – Present

- ❖ Qatar- Doha, Dy. Manager, Finance and Account Dept. – **Department Head** (Nov 2015 – Present)
- ❖ India – Gandhinagar, Management Trainee, Head Office Finance and Account dept.- **Team Member** (May 2015- July 2015)
- ❖ India – Mumbai, Management Trainee, International Division – **Team Member** (Aug 2011-Sept 2015)

Company profile:-

Kalpataru Power is a Leading Turnkey Player in Power (Transmission - India and Overseas / Generation / Distribution / Construction), Infrastructure (Oil & Gas Sector / Railways / Building & Factories / Roads & Bridges) and Asset Creation (Transmission System / Roads / Logistics & Warehouse), having footprints across 38 countries. The company is currently executing / supplying to several customers in Africa, the Middle East, Far East, Australia, USA and Canada having more than 3,000 Employees across the world.

CLIENT & PROJECT SYNOPSIS

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- Qatar General Electricity & Water Corporation (**KAHRAMAA**) [Government Organization],
Qatar Project Value: USD 34.97 Million.

OCCUPATION ACKNOWLEDGED

○ COMMERCIAL:-

- Managing the trade finance operations activities including-
 - Letters of Credit/ CIL
 - Guarantees
 - Invoice discounting.
- Checking and submitting invoice to client and following up for their payment with healthy relationship and maintaining all documents for future reference also.
- Judicious Custom Clearance and Material Management (Have an experience of Custom Clearance more than 100 Containers)
- Analysis of Contract Specific and General Commercial Condition and Compliance thereof.
- Procurement of Capex and export of same if required.
- Presentation of Project Performance in Management Meetings with critical evaluation.
- Business Insurance related to EPC Contract.

○ FINANCE & ACCOUNTS:-

- Dynamic role in implementation of **SAP** at Qatar Unit.
- Produce **Monthly Management Reporting** pack and reconciliation with ERP within specified time lines.
- Forecasting, Variance Analysis and Ad-hoc Business support throughout Project
- Statutory, Internal and Tax Audit and Rejoinders of their queries.
- Preparation of Project and Resource plan to achieve desired target of management with cost effectivity.
- Implementation of live payroll generation and payment system for more than 600 personnel.

- Reviewing Pro forma invoice of esteemed parties to finalizing Subcontract procedure and keeping eye on Work Approved, Payment and Reconciliation.
- Timely Review and maintain General Ledger to curb out discrepancy in Accounts.
- Financial reports and Reconciliation for group company transactions.
- Finalization of Quarterly & Annual **Financial Statements**, Notes to accounts & Workings for the same and liaison for statutory audit (Have concluded audit report for concern units within 15 days of period closing.)
- Routing Monthly tax, compliances, returns & assessments.
- Develop financial reports and the reporting processes to ensure the system(s) can provide the required financial reports, KPIs and analysis.

PRACTICE/ARTICLESHP

Name of Employer	Designation	Period Served
• Mr. S.C. Maloo, Advocate (Rajasthan High Court)	Legal Assistant	July 2013-March 2015
• Bhansali, Gaggar and Mehta Co Jodhpur, India	Articled Assistant	January 2007-June 2010

QUALIFICATION

Course/ Level	Institute/University	Year
Chartered Accountant	ICAI, India	Nov 2014
Company Secretary	ICSI, India	Dec 2013
Bachelor of Law	JNVU, Jodhpur, India	Mar 2012
B.Com (Hons.) Accounting	JNVU, Jodhpur, India	Mar 2009

COMPUTER PROFICIENCY

Compulsory Computer Training under Chartered Accountant Regulations, 1988 & Company Secretaries Act, 1980. Microsoft Office Professional Plus 2010 (Excel, Word, PowerPoint and Outlook)
Working Knowledge of Accounting Packages like SAP and Tally.

AWARD AND RECOGNITION

Communication Connoisseur: Awarded as Communication Connoisseur by SWASH and Harding University School of Business (U.S.A)

Commercial Dy. Head : With recognition of skills Kalpataru's Management was confident to give opportunity to lead unit on individual basis towards organization as well as personal growth.

PERSONAL INFORMATION

Date of Birth	:	3 th April 1988
Marital Status	:	Unmarried
Languages Known	:	English, Hindi & Vernacular
Citizenship	:	Indian
Strengths	:	Smart Learner, Flexibility, Team Player and Never give up attitude.