

FINANCE ANALYST / CHIEF ACCOUNTANT



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Career Objective

Looking for a challenging career in the field of Accounts, Finance and Human Resource, with a progressive and professionally managed organisation, wherein I could add value through my experience and competencies.

Educational & Professional Summary

- **Over 34 years' plus experience (28 years in Middle East & 6 years in India)** in the areas of Accounts ,Finance, Taxation, Auditing, Human Resource and M.I.S. In **India, Oman, U.A.E , Qatar and Saudi Arabia & Bahrain.**
- I am self-starter and easily work and mix with any nationality.
- Working Experience in **Contracting**, Trading, Joint venture, Finance and Film Industry And in oil field.
- **B.Com. & M.B.A. from Bombay University-India .** Special subjects Accounts, costing Finance, Administration and Audit.

Organizational Experience

Aug 2023 to Mar 25

Seema's kitchen W.L.L.-Bahrain

- *Started own Indian restaurant ,with my wife Master chef.*
- *Closed the restaurant and came back India .*

Since Oct.2019 to Aug 2023

KOOHEJI TECHNICAL SERVICES W.L.L.

Chief Accountant

- *Reporting to DGM & Managing Directors*
- *Heading 3 companies accounts & Finance & H.R. dept. & Supervising total 6 employees*
- *Monthly FS ,cash flow, Budgets ,Treasury work*
- *Filing V.A.T returns.*
- *Finalizing yearly FS attending Auditors finalising Audit reports*
- *Supporting tendering dept. working on costing etc.*
- *Working on Bank facilities /loans and preparing 3-5 years projection reports*
- *Approvals LPO , and bank and cash payments and salaries.*
- *Credit controls and approving salaries and other payments.*
- *Yearly fixed Assets inventory taking and reconciliation to update the assets report and match with Balance sheet.*
- *Complete knowledge of Peachtree accounting package (Premium and Complete accounting.)*

- Working on salaries, increments, Bonus and New appointments/final settlements, Mobilisation & demobilisation of project.
- Designed and implemented inventory controls and achieved reduction in inventory level without effecting projects work.

Since Aug.2014 to Sept 2019

Franks international-Saudi Arabia

Chief Accountant

- Reporting to Saudi –G.M and Reginal V.P.-Finance
- Heading accounts & Finance dept. & Supervising total 5 employees
- Monthly FS ,cash flow, Budgets ,Treasury work ,MIS reports and also doing crises Management work
- Attending Auditors finalizing and also taking care the internal and statutory audit requirements.
- Approvals for LPO , and bank and cash payments and salaries.
- Monthly management reports. & day to day work
- Yearly fixed Assets inventory taking and reconciliation to update the assets report and match with Balance sheet.

➤ **IKTVA-- ARAMCO**

- Independently preparing complete reports , like Salaries, contractors/suppliers Training , R& D etc. reports.
- Submitting to IKTVA auditors resolving their quarries finalising audit.
- Submitting to Aramco
- And Also preparing quarterly reports and submitting to Aramco.

TREASURY

- Independently handling all treasury work, like planning cash flow.
- Planning excess cash putting various deposits.
- Handling import LC

Since June'06 to June- 2014

Dragon International L.L.C. – Dubai& Qatar

Manager-Accounts & Human Resources

- Reporting to General Manager and Finance –Director
- Monthly & Yearly Preparing Financials and MIS reports. And Project reports (Budget vs Actuals)
- Complete Treasury work ,Preparing Monthly cash flow and yearly Budget.
- Looking Banking Work & Import L/C., Trust receipts, Advance bonds, Performance bonds.
- Monitoring and comparing the cost of the project with the budget, preparing reasons for difference.
- Day to day Finance planning approval of cash petty cash , suppliers payments and salaries .
- Managing and supervising the audit reports and attending auditors.
- Approval of purchase orders and payments.
- Working knowledge of Accounting software peachtree,e-prmose,Tally and oracle.
- Preparing KPI for the company and each department ,after discussing with G.M
- Appointment of staff and workers as per requirement and mobilisation and demobilisation Of sites.
 - Yearly fixed Assets inventory taking and reconciliation to update the assets report and match with Balance sheet.
- Finalizing pay roll of all employees .& part of team for employees revision of salaries.

Aug.02 to June 06 Senior Accountant

Protect Middle East W.L.L. -U.A.E

- Reporting to Director and General Manager.
- Contracting company (contracting in Water proof ,PVC Flooring and Construction chemicals.)
- Heading Finance, Accounts & H.R Dept.
- Yearly fixed Assets inventory taking and reconciliation to update the assets report and match with Balance sheet.
- Finalization Balance sheet, Profit and loss and project reports and financials.
- Preparing Budgets and monthly cash flow and day-to-day finance planning follow with banks for project financing and facilities and others (L/C. T/R. guarantees, bonds etc.)

May'02 to Aug.'02

Garment Trims and Accessories-Dubai

Manager Accounts

April '97 to April'02

Muscat Finance Co. LTD.-Oman

Accountant

- Finalization Balance sheet, Profit and loss and project reports and branch financials.
- Promoted as **Branch Manager** -Handling Branch Accounts up to finalisation, Marketing and administration.
- Supervising 16 Assistants.(Locals & Expatriates)

April'96 to Feb'97

Parts Trading Co.-U.A.E.

Accountant

- Preparing Monthly Financials and M.I.S reports.
- Day to day cash planning, Preparing monthly Cash flow.
- Credit control and approval of payments.
- Supervising 04 junior staff

Jan'93 to April'96

I.T.L Industries LTD. - India

Asst.Finance Manager

- **Joined as an Accountant promoted as Asst. Finance Manager.**
- Finalization and consolidation of Balance sheet & M.I.S reports.
- Attending auditors and Income tax, sales tax and assessments.
- Banking work, Loans, Facilities and bonds etc.
- Supervising 21 Assistants (Including Branches) and visiting branches.
- Day to day cash planning monthly cash flow and yearly budgets.
- In charge filing of Income tax, Sales Tax, P.F., T.D.S returns.

Nov.'90 to Jan'93

Toshniwal Instruments(BOM)PVT. LTD.

Accounts Assistant

- In charge for all Books of accounts up to trial balance.
- Filing monthly sales tax and T.D.S.

TRAINING AND CERTIFIED

- **Certified for AI- tools and chat GPT training**

Personal Information

Nationality : Indian
 Date of Birth : 05th Jan 1966
 Marital Status : Married
 Hobbies : Music ,sports, Travelling.

Driving Licence: Holding a valid Bahrain Driving licence.

