

MAHENDRA KC

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PROFILE

- A Chartered Accountant trained at Business Risk Services (BRS) practice of Grant Thornton India.
- Exposure in the domain of Internal Audit, Standard Operating Procedures, Process Improvement assignments, Compliance reviews, Grant reviews, Project reviews, Process validation works, etc.
- Handled multiple clients across several industries ranging from manufacturing to financial services.
- Audited almost all business processes including but not limited to Finance & Accounts, HR & Payroll, Procurement & Inventory Management and Loans.
- Looked after Energy, Infrastructure, Realty and Hospitality Business as a part of Corporate Finance Business Review Team, Chaudhary Group Nepal.
- Looked after Internal Audit of Energy & Infrastructure Business with Chaudhary Group Nepal (Himal Hydro & General Construction Ltd).
- Worked with Shanker Group as Chief Manager, Accounts & Finance for Jagdamba Motors Pvt. Ltd
- Worked with Nepal Overseas Marketing Co. (Pvt.) Ltd. as Chief Finance Controller.
- Currently associated with United Distributors (Nepal) Pvt. Ltd (Vishal Group) as Sr. Manager, Accounts & Finance.

QUALIFICATION

- Chartered Accountancy, Institute of Chartered Accountants of India
- Final: November 2012 (First Attempt: 59%)
- IPCC: November 2009 (First Attempt: 54%)
- CPT: December 2008 (First Attempt: 75%)
- Bachelor of Business Studies (BBS): 2008 (70%)
Auditing and Accounting Major
St. Xavier's College, Kathmandu, Nepal
- High School: 2005 (77%)
Nobel Academy, Kathmandu, Nepal

EXPERIENCE

United Distributors (Nepal) Pvt. Ltd **Kathmandu, Nepal**

Duration: Jan'17 till date

Position: Senior Manager, Accounts & Finance

Key role:

- Reporting to management on periodic financials, business wise contributions, business wise stock and debtors days, business wise promotions and liquidations etc
- Preparing projected financials/business wise profitability projections
- Responsible for debtors monitoring and stock optimization
- Review and submission of consignment costing to the management
- Calculation of return on Investment (ROI) for each businesses and discussing with management
- Coordinating with IT team for ERP development and implementation
- Preparing process narratives, flow charts, review of report formats for ERP implementation.
- Preparing and implementing departmental policies and procedures/SOPs/Manuals
- Preparation of price master for each businesses
- Review of claim settlement files with exporters and distributors
- Review of A & P fund calculation
- Review and approval of various internal reports/reconciliations.

- Responsible for periodic stock take in coordination with Supply chain team
- Branch coordination and guidance
- Coordinating for internal audit/statutory audit/full audit
- Regular supervision of Accounts & Finance team.

Nepal Overseas Marketing Co. (Pvt.) Ltd.
Kathmandu, Nepal

Duration: Jan'16 to Jan' 17

Position: Chief Finance Controller, Accounts & Finance

Key role:

- Preparing Policies and Procedures for various functions of the organization
- Responsible to design and develop reporting formats/modules for each department as and when required.
- Responsible to channelize and oversee system and controls designed by the management.
- Analysis of brand wise profitability
- Reporting management on various issues as and when incurred and providing response to improve them
- Managing credit exposure and all banking relations
- Responsible for costing and pricing of all products
- Responsible for calculation of A & P fund for exporters
- Dealing with exporters and monitoring all import procedures
- Monitoring day to day activities of Accounts & Finance
- Ensured compliance with companies act. And tax related matters.
- Supervising staff for better management of warehouse

Jagdamba Motors Pvt. Ltd.
Kathmandu, Nepal

Duration: Sept' 15 till Jan'16

Position: Chief Manager, Accounts & Finance

Key role:

- Looking after imports and ensuring all procedures relating to it
- Managing bank loans and all banking relations
- Responsible for all letter of credit transactions and procedures
- Responsible for regular fund management
- Preparing policies and procedures to systematize the business functions
- Preparation of budgets/costing sheets and other reports as required by the management
- Preparation of Master Report for top management
- Preparation of financial reports and relating documents
- Review and monitoring day to day accounts activities

Himal Hydro & General Construction Ltd. (JV of Chaudhary Group)
Kathmandu, Nepal

Duration: Dec' 14 to Sept' 15

Position: Asst. Manager, Internal Audit

Key role:

- Preparing Internal Audit Plan/Calendar for whole Energy & Infrastructure Businesses
- Conducting Internal Audit of all Energy & Infrastructure Business processes/projects
- Finalization of the reports and presenting the same to Audit Committee
- Developing Systems, Procedures and Authority Matrix for various project sites
- Preparing various Business Policies and Process Flow Charts for ERP implementation, etc.

Chaudhary Group Nepal

Kathmandu, Nepal

Duration: Dec' 13 to Dec' 14

Position: Asst. Manager, Corporate Finance (Business Review Team)

Key role:

- Review of budgets, project costs and business processes submitted by business units
- Performing Process Improvement Assignments and ensuring Internal Control
- Preparation and Review of Standard Operating Procedures
- Discussing internal audit issues and following up for their progress
- Verification of the amount spent on various new projects
- Review of Monthly operation reports (MOR) and Financials submitted by various business units
- Assessment of fund requirement submitted by various business units

Grant Thornton India

New Delhi, India

Duration: Feb' 13 to Nov' 13 (As an Associate Consultant)

Nov' 10 to Jan' 13 (As an Articled Trainee)

During this period, I have worked on various clients and have listed down the roles and responsibilities that I performed on major clients.

Religare Enterprises Limited

Religare Enterprises Limited (REL) is one of India's leading diversified financial services groups. REL offers an integrated suite of financial services including asset management, life and health insurance, lending, broking, investment banking, and wealth management.

Key role:

- Part of Internal Audit Team for the review of Loan against property (Mortgage loans).
- Independently carried out the review of SME working capital loans.

Electrosteel Steels Limited

Electrosteel Steels Limited is one of the leading steel manufacturing companies located at Bokaro, India.

Key role:

- Prepared Standard Operating Procedures for procurement process.
- Prepared Standard Operating Procedures for Inventory & Store Management.
- Carried out pre audit activities.

Green Infra Limited

Green Infra Limited is a young and dynamic organization with a vision to become the leading clean energy Independent Power Producer (IPP) in the country. They are actively involved in across the renewable energy sector with a clear focus on Wind, Solar, Hydro and Biomass.

Key role:

- Accounts & Finance review
- HR & Payroll review
- Compliance review

Fortis Group of Hospitals

Fortis Group of Hospitals is one of the most reputed Hospitals in India.

Key role:

- Billing & Collection review
- Fixed Assets review
- Physical verification of lab & medicines

Bal Rakshaya Bharat (Save the Children, India)

Save the Children is an international organization working for children rights in 120 countries.

Key role:

- Independently conducted various Grant reviews at various locations like Mumbai, Hyderabad, Vishakhapatnam, Tirupati, Karnool, etc.

Pearl International

Pearl International is a renowned organization engaged as a foremost Manufacturer, Exporter and Supplier of a variety of Non-Woven Fabric.

Key role:

- Procurement to payment review
- Financial Analysis
- Process gap review

Newgen Software Technologies Limited

Newgen is a leading global provider of Business Process Management, Customer Communication Management, workflow and process automation, etc.

Key role:

- International travel expense review
- Financial Reporting review

Clarion Collection - Qutab Hotel

Qutab Hotel is a part of International chain of CHOICE HOTELS.

Key role:

- Project Expense review
- House Keeping review

Infrastructure Excellence Award

Infrastructure Excellence Award presented by Essar Steel in association with CNBC TV18 was organized by Network 18. This award acknowledges the achievements of the 'nation builders' in the field of infrastructure development.

Key role:

- Part of Advisory Team
- Performed process validation works

TRAINING ATTENDED

- Completed computer training of 100 hours as per ICAI.
- Completed General Management & Communication Skills program conducted by ICAI.
- Attended National Professional Development Program conducted by Grant Thornton India.
- Attended various internal trainings on various business processes at Grant Thornton India.

RELEVANT SKILLS

- Conversant in MS Office & other applications
- Report writing
- Well versed with various accounting packages
- A good team player

EXTRA CURRICULAR ACTIVITIES

- Actively participated in various sports and other activities in school and college years
- Organised and participated in Blood Donation Program in college level
- Initiated the Flood Relief Program for the victims of Koshi Flood
- Worked as volunteer in Earthquake Relief Programs in Kathmandu, Nepal.