



Saravana Kumar

MALEHA, SHARJAH, UAE.

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CAREER OBJECTIVE:

Enhance and promote the interests of the organization with the experience, proficiency and Accomplishments attained with responsibilities entrusted which in turn will enhance career growth.

CAREER PROFILE:

Highly accomplished Finance Executive, offering fourteen years of post qualification experience in ERP environment in accounting and finance, with intense exposure to management accounting, P&L/ Financial statements, cash flow management, internal auditing, accounts payable/ receivable, inventory management, payroll, cost accounting and budgeting; recognized for extreme attention to detail, in-depth analysis and consistent follow up; reliable, trustworthy, demonstrating strong analytical, problem-solving and decision-making skills. Very capable of doing the work independently with little guidance; greatly values the importance of confidentiality, accountability and professionalism; capable of doing business analysis with a focus on performance, and profitability; very effective in collecting receivables, demonstrated by a collection percentage of 95% of total receivables, have a passion for work well done and quality exceeding expectations.

EDUCATIONAL QUALIFICATION

- **M COM**- Master of Commerce
- **B-COM** -Bachelor degree in commerce from Bharathiar University

PROFESSIONAL EXPERIENCE

Company Name : Al Bustan Farms Co LLC
Designation : Accountant.
Responsibilities : Responsible for Internal Controls, Payable to Suppliers, Payroll processing, day to day finance and accounts operation, Inventory Management Accounting and preparation for Audit Reporting.

Duration : 26/Apr/2017 to Present

FINANCE EXECUTIVE - MIS REPORTING

June 2011 to April 2017

Bin Butti Group of Establishment:

It is well established, privately held diversified organization with operation in Middle East and Africa. With more than 4000 employees, group engage in oil & gas, petroleum refining, hotels, manufacturing and FMCG.

FMCG division comprise of Abu Dhabi Poultry Farm, Abu Dhabi Modern Poultry Farm, Ferme Avicole de Goudel-Niger & Telwa Refreshment Company.

Currently I work as Finance Executive in FMCG sector.

Responsibilities:

Responsible for applying accepted accounting principles and procedures to analyze financial information, prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures.

Staff: Ten direct reports: Branch Accountants and staff Accountants.

Report to Group Financial Controller/CFO.

Brief Job Description:

- ❖ Preparation & presentation of financial statements i.e., P&L, balance sheet and cash flow statement
- ❖ Ensuring all close down procedures are completed and that reconciliations & schedules are prepared including accounting for accruals, provisions, allowances and other adjustments
- ❖ Annual budget preparation.
- ❖ Preparing management reports including bank consolidation, financial projections, project profitability analysis, age analysis of accounts payable and receivable
- ❖ Independently organize and supervise Midterm and Final Audit.
- ❖ Provide monthly and annual payments forecast for funds arrangement
- ❖ Ensure full compliance with budgetary control set-up and highlight variances and be responsible for ensuring compliance of standard practices
- ❖ Produce reports as required by the Financial Controller
- ❖ Internal controls – manage processes and implement controls
- ❖ Actively participate in forecasting, financial planning and business development plans.
- ❖ Maintain demographic information on customers and ensures the accuracy of that data. Monitor the aging of accounts Receivable including calculating the average days outstanding
- ❖ Responsible for ensuring that AR records are kept updated perpetually
- ❖ Periodic Aged receivable reports
- ❖ Preparation of AR related MIS reports and analysis
- ❖ Handle all processes related to within the Accounts Section related to generating salaries, benefits, full final settlements (EOSB) in accordance with U.A.E Laws.

Shri Nagajothi Transports - ACCOUNTS OFFICER**Aug 2009 to Mar 2011**

Preparation & report of Management Information System (MIS), Fund Plan, Sale, Production, Fixed Assets Register and Debtors & Creditors details.

- ❖ Financial Accounting & Monthly Reports submission.
- ❖ Accounts Receivables & Payables, Bank Reconciliation
- ❖ Correspondence with Clients
- ❖ Handling Cash and Bank Activities

Venkateshwara Hatcheries Pvt Ltd as Accounts Officer Aug 2005 to Nov 2008

Responsible for Accounting - P&L management, corporate accounting, cost accounting & banking transactions. Prepared and control annual budget in close coordination with other departments, cash flow statement, financial statements, and shareholding reporting. Oversaw cash management, handled all tax reporting and filings, and managed monthly A/R, A/P, and payroll.

Suguna Poultry Farm Ltd as Sr. Accountant**Sep 2001 to July 2005**

- ❖ All accounting entries, Preparation of Balance sheet and Profit and loss statement.
- ❖ Maintaining of Fixed Assets Register.
- ❖ Finalization of Accounts for two regions.

ACCOUNTING & SOFTWARE SKILLS:**➤ Having Experience of Working on the following Software :**

- ❖ Customized EPR's systems.
- ❖ Tally
- ❖ Peachtree & Quick book pro
- ❖ Ms Office, advance knowledge of spreadsheet.
- ❖ Microsoft Outlook
- ❖ MIS REPORTING

PERSONAL PROFILE

- ❖ **Nationality :** Indian
- ❖ **Date of Birth:** April 19, 1972
- ❖ **Languages Read, Write & Speak :** Tamil English
- ❖ **Languages Speak :** Hindi & Telugu

PROFESSIONAL DEVELOPMENT

- ❖ HACCP- UAE, Certification
- ❖ Microsoft Dynamics GP-10 ERP
- ❖ Attend numerous workshops and seminars on internal control procedures, budgeting, understanding capital market, advance financial modeling using excel.

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REFERENCES Will be furnished on demand.