

Mufliha Kalathil- Chartered Accountant (ACA) | MBA | BCom

Finance Manager/Auditor

Indian Chartered Accountant over 12 years of international experience and specialized excellence in all areas of finance, audit and business administration. Visionary change agent who honored two-time best performer award during the employment journey. All India rank holder in Chartered Accountancy and possessing high academic qualifications. Accustomed to international forex transactions, especially Dollar (USD & HKD), Euro, UAE Dirhams and Omani Riyal. Demonstrated ability to streamline business operations that drive growth and increase efficiency and bottom-line profit. Strong qualifications in developing and implementing financial controls and processes in addition to productivity improvements and change management. Having expertise in internal control through successful completion of internal audit course from KPMG.



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Area of excellence

Auditing internal and external
Cash flow control
Budgeting & Financial forecasting
Interpreting financial data
Financial reporting



Directing and controlling

IFRS and GAAP Compliance
SME-FRF & FRS (HKICPA) compliance
Cost control management
Leadership skill
Mathematical proficiency

Work experience (12+ years)

Head of Finance, reporting to Group CFO (2015 to 2021)-Currently working from UAE

TeO, Integrated Telecommunication Oman SAOC (Wholesale and retail)

- **Prepared MIS reports** including ageing status, profit & loss, cash flows and balance sheet and demonstrated performance of the company on financial activities. And developed new complex spreadsheets to produce the MIS much quicker, reducing the production time from **20 days to 5**.
- Met with the senior managers of all departments to discuss their individual budgets and was able to reduce overall business expenditure by 15% from the previous year.
- **Reported and analyzed** quarterly revenue report to TRA (Telecom Regulatory Authority).
- **Presented** financial results and insights to the Board on AGM, represented finance department.
- **Managed** the organization's treasury function. Compared Debtors turnover ratio with other carriers and automated receivable process, hence slashed average collection period from **66 days to 35 days** through proper working capital management.
- **Consolidated and oversaw** inter-company transactions and related parties. Successfully completed annual audit in co-ordination with **Hongkong auditors** for related company based on **SME-FRS (HKICPA)** for 5 years.
- **Reviewed** monthly payroll process. **Directed** and managed invoicing on weekly/quarterly/monthly basis. **Reviewed** payable and receivables periodically, ensured nothing on default. Investigated, communicated with parties and solved if anything comes up.
- Liaising with banks for smoothening operations. Negotiated rates with bank for renewal of bank facilities.
- Reconciled produced reports by verifying entries and comparing ERP (Telarix, Microsoft GP etc.) reports to balances.
- **Coordinated** with external auditors (M/s. KPMG) for quarterly and annual statutory audit and **consolidation** with subsidiary companies. Finished consolidated annual audit of Holding company and its 5 subsidiaries.
- **Developed** policies and procedures to initiate **VAT** system and implemented VAT accounting requirements successfully.
- **Accomplished** tax assessments and tax audits required as per the regulations of Ministry of Taxation.
- Built lasting relationships with all customers/suppliers/banks/auditors and ensured there were systems and resources in place to deal with any of their queries in less than **24-hours**. Corporate Insurance renewal and management.
- Performed proper revenue assurance and ensured completeness, accuracy and integrity of wholesale key billing processes.
- Dealt with international foreign currencies and accounting (**USD, HKD, OMR, AED, EURO, INR**) and reviewed forex transactions, foreign remittances and inter currency rate fluctuations.

Finance Manager, reporting to Finance Director (2014 to 2015)

Southey contracting company, South Africa-Oman

- **Ensured** that the accounting procedures are in accordance with international financial reporting standards. Improved the accuracy of reporting and reduced the processing time by **50%** by automating the reporting system.
- **Devised** an investment strategy, consequently, earned **2 times** profit than previous year.
- **Chaired** with management for making strategic decisions on future business planning.

- **Resolved** a financial conflict between 2 departments, by mediating the issue successfully.
- Evaluated the performance of finance staffs and re shuffled the job descriptions according to their respective skills, recruited and trained new staffs in place of in-efficient staffs, which lead to the work efficiency of finance department by 45% than previous year
- **Conducted** feasibility study and due diligence of a loss- making branch, re-organized the activities and merged with nearest another branch without additional cost or staff layoffs, which drove revenue up by **10% in 7 months**.
- Holding monthly meetings to review overhead reports with departmental heads.
- Assisted Finance Director in developing **\$100 million** annual budget and quarterly updates. **Contributed** to detailed budget variance tracking.
- **Verified and approved** petty cash transactions for day to day needs.
- **Managed and streamlined** receivables and payables by reviewing ageing report on weekly basis.
- **Consistent supervision** to improve the presentation of grouping, trail of accounts and bookkeeping.

Internal auditor, reporting to Managing Director (2013 to 2014)

Omani companies for agricultural industries & fisheries

- **Managed** the overall internal audit function, including development of the audit plan, management of project execution, co-ordination with key stake holders and quarterly reporting to the Chief Internal Auditor and Audit Committee.
- Risks are appropriately **identified and managed**.
- **Prepared** monthly report the areas of operations to the management and submission of queries with respect to MIS errors and compliance with the statutory policies.
- Outperformed targeted revenue generation by **0.5 times** through strict internal control procedures on revenue leakage and cost savings program.
- **Investigated and reviewed** the stock and physical cash through surprise visits.
- **Identified** cost savings of **OMR 86K** for various clients through contracts and collection reviews.
- **Reviewed** daily transactions and **approved** the payments for suppliers/staffs/related parties/subsidiary companies.
- **Drafted** internal control procedures according to needs of the company.
- **Designed** ad-hoc reports based on the needs of Internal audit committee.
- **Submitted** annual internal audit reports to Managing Director with suggestions to improve the performance.
- Identification and implementation of internal control improvements.
- **Verified** quality and reliability of major human resources data systems.

Articled assistant, reporting to Managing Partner (2008 to 2012)

M/s Rajiv & Rajagopal, Chartered Accountants at Cochin and M/s JBS & Associates Kerala

- Statutory Audit, Taxation, VAT audits, Return filing, Incorporation procedures of companies, Bank audits

EDUCATION

ICAI, NEW DELHI	CA (CHARTERED ACCOUNTANT 2008 to 2012) (All India 44 th Rank Holder in CA PCC Exam)
Bharathiar University	MBA in International business (2020-2022)
IGNOU New Delhi	BCOM (Accounting and Finance) (2009 to 2012)
Board of HSC, Kerala	HSC (2006)

CERTIFICATES

Chartered Accountancy (ICAI)
 CA Inter Rank (ICAI)
 Internal Audit (KPMG)
 B. Com (IGNOU)
 GMCS, ITT (ICAI)
 Financial Forecasting (CFO university)

LANGUAGES

English
 Hindi
 Arabic (Intermediate)
 Malayalam

IT SKILLS

MS Excel advanced
 Telarix
 Microsoft GP ERP
 ODINE
 Sage

Microsoft Power BI
 Syspro
 Tally
 Siphive-Oracle based
 Horisen
