

VENKITACHALAM DORAISWAMY

Building No.4, House No. Q 4
Al Wasl Properties, DAFZA
Dubai, UAE
Email: venkitachalam42@gmail.com
Mobile No: 971-509172585

Excellent Experience in handling Finance and Accounts in Manufacturing and Trading of FMCG Sector and Health Care Service Industry. Good Exposure in Corporate MNC Companies.

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|---|------------------------------------|----------------------------------|----------------------------------|
| Sales & Financial Accounting | Financial Planning | Annual Budgeting | Profit and Loss Account |
| Trade Payable Management | Trade Receivable Management | Internal Audit Management | External Audit Management |
| Finalization of Accounts | Cash Flow | Indirect Taxes – VAT | Pricing |
| Treasury Management | MIS Reports | Clients Management | Credit Limit Management |

CAREER RECORD

Presently working with: Nightingale Health Services Co. LLC, Dubai since 25th May 2017 as an Accountant

- **Independently handling entire Accounts till Finalization and Audit Signing and reporting to CEO.**

Sales Accounting

- Revenue Recognition as per the confirmation of the Service.
- Verification of Tax Invoice
- Preparation of Daily Sales Report for CEO and to the Management
- Monthly Sales closing and reconciliation of Service as per the booking
- Issue of Tax Credit Note and Debit Note to Clients
- Verification of Pricing and Discount offers approved by CEO.

Financial Accounting

- Recording of all Financial Transactions as per the Accounting Standards
- Preparation of all Prepaid Schedule like Prepaid Insurance, Prepaid Rent and Prepaid Expenses
- Purchase accounting as per the supplier invoices and booking of all Fixed Expenses.
- Preparation of Provision for Expenses for Monthly/ Annual Closing.
- Fixed Assets Management and Depreciation Accounting on monthly basis.
- Scrutiny of General Ledger and ensure all entries posted are correct.
- Reconciliation of Cogs on monthly basis.
- Monthly Balance sheet Reconciliation
- Scrutiny of All General Ledgers and Maintain accuracy of data.

Accounts Receivable Management

- Reduce the Daily Sales Outstanding for better Cash flow.
- Preparation of Debtors Ageing Analysis report.
- Review of Clients Outstanding periodically and follow up for payments
- Verification of Collection accounting as per the receipts from Clients
- Credit Control Management of Clients.
- Reconciliation of Ledger and send SOA periodically to clients.
- Reduce Bad debts

Accounts Payables Management

- Increase the Credit days maximum on purchase from Suppliers for better Cash flow
- Vendors Bills reviewing and accounting as per the Purchase Orders issued.
- Periodical review of Trade Payables as per the books of accounts
- Reconciliation of Ledger as per Supplier SOA periodically.
- Preparation of Cheque as per the scheduled due date for Suppliers

Salary Process and employee Settlement

- Verification of Pay roll file received from HR and process the WPS payment.
- Preparation of Contractual Dues, End of Service payment to Employees and accounting.
- Knowledge in HR process from employee recruitment till issue of Work permit and Visa stamping.

MIS Reports and Budget

- Preparation of monthly/Quarterly/ Annual P&L and timely presentation to CEO and to the Management.
- Preparation of Monthly/Quarterly Projected P&L as per the Sales forecast given by CEO
- Preparation of Annual Budget in liaison with CEO and present it to the Management.
- Preparation of Brand Financial report to the Management
- Preparation of Gross Margin/ Net Margin Analysis.
- Preparation of Fixed and Variable Expenses Analysis.
- Preparation of Budget Vs Actual analysis and presentation to CEO.
- Preparation of Marketing Expenses report and do analysis with CEO.
- Provide inputs to the Management in order to support long term Financial Planning

Audit

- Provide data to Internal Audit team for checking of records on Monthly/quarterly basis. Preparation of Audit Reply and obtain approval from Management. Ensure that there are no major issues.
- Preparation of Audit Pack (Financial Statements) as per the books of accounts and send to the External Auditor to start Audit after Annual closing.
- Provide data and documents to the External Auditor for verification as per the list of Audit requirements received.
- Provide Management representation letter, shareholders Certificate, Letter of Support etc. to the Auditor for completion of the Audit and signing the Financial Report.
- Complete the Audit with external Audit team and obtain the Audited Financial Report for signing.
- Exposure in handling with Big 4 Audit firms.

Treasury Management

- Handling Petty Cash and accounting on Daily basis.
- Working Capital Management.

- Issue of Receipts to the clients as per the Cash received, online transfer and Credit Card Payment and immediate accounting.
- Deposit of Cash and Cheques to the Bank. Liaison with Relationship Manager of the Bank.
- Issue of PDC Cheques as per Lease Contract for Rent, Medical Insurance and to Suppliers of Annual Maintenance Contract.
- Preparation of Bank Reconciliation statement on Monthly basis.

VAT Compliance

- Preparation of VAT Summary as per Sales Register, Purchase Register, Advance Tax and Imported Tax Ledger, Credit Note and Debit Note Ledger.
- Reconciliation of VAT Summary with Vat Payable and Receivable Ledger.
- Reconciliation of Tax on Advance Receipts and RCM
- Filing of VAT Return to FTA and Payment of VAT before due date.
- Maintenance of records as per the VAT Rule.

Worked in CavinKare Private Limited, a leading FMCG Company in India for the period from March 2008 to April 2017 and handled Multiple Roles.

Key Roles: - June 2013 to April 2017 CavinKare Private Limited, Assistant Manager – Accounts at Corporate Office, Chennai, India.

- Handling Financial Accounting till Finalization and Audit
- Handling Monthly/Annual Closure of Books of Accounts including Group Companies.
- Preparation of Profit and Loss account
- P&L Consolidation of all divisions including Group Companies.
- Annual Budget preparation and Consolidation.
- Scrutiny of General Ledger and ensure that all entries are booked as per the Policies.
- Handling Internal and Statutory Auditor.
- Preparing Profitability analysis, Margin analysis, Fixed and Variable expenses analysis etc.
- Preparation of Estimated Profit and Loss A/c for Management.

Key Role: August 2011 to May 2013, CavinKare Private Ltd, Bangladesh

- Worked as Finance Controller and Headed CKBPL for a period of two years.
- Closure of books of Accounts and sending P & L to the Management.
- Preparation of Annual Budget in align with stake holders
- Handled Trade Receivable and Trade Payable and managed Cash flow.
- Fixed Asset Management and Depreciation Accounting.
- Handled Internal Audit and External Audit for signing of the Financial.
- Handled Income Tax Return filing and Assessment
- Handled VAT Return filing and Assessment.

Key Role: March 2008 to July 2011, CavinKare Private Limited, Regional Office South, India.

- Responsible for entire Finance and Accounts of the Regional Office – South, India.
- Preparing of monthly accounts, maintenance of provision in books and adheres to the policies of the Company.
- Receivable Management. Monitored Customers Outstanding report and ensured that collections received as per the agreed time.
- Ageing analysis and provide input to the Management. Strict follow up done with Stake holders and efforts taken to reduce Bad debts.
- Handled VAT, CST and Statutory compliance of the Region.
- Handled Annual Budget working of the Region.

Key Role: with M/s GTC Industries Limited as Senior Officer – Commercial November 2005 to March 2008

- Responsible for entire Finance and Accounts of the Regional Office – South India, includes Monthly/ Annual closure of Books of Accounts, Auditing, Preparation of Sales Tax/ VAT return and filing, Filing of VAT Audit reports, Preparation of various MIS reports etc.

Key Role: with M/s J.L. Morrison (India) Limited, India as Commercial Officer July 2001 to November 2005

- Responsible for entire Finance and Accounts of the Regional Office – South India, includes Monthly/ Annual closure of Books of Accounts, Auditing, Preparation of Sales Tax/ VAT return and filing, Filing of VAT Audit reports, Preparation of various MIS reports etc.

Key Role: with M/s Kottaram Agencies, India as Assistant Manager – Accounts, from December 1991 to June 2001 (C&F Agents and Distributors of various FMCG Companies)

- Responsible for entire Finance and Accounts of the Company includes Monthly/ Annual closure of Books of Accounts, Auditing, Preparation of Sales Tax return and filing, Preparation of various MIS reports, Treasury Management etc.

Software Skills:

- Proficiency in IT – MS Office, SAP FICO, Tally ERP and RAMCO ERP Cloud. Zoho Books.

ACADEMIC DETAILS

| Year | Degree | Institution/Board |
|---------|-------------------------|---|
| 2016 | CMA (ICWAI) | ICWAI Inter – Group I Passed Group II Completed. |
| 2006-08 | MBA (Banking & Finance) | Alagappa University, Tamilnadu, India |
| 1988-90 | B.Com | University of Kerala, Trivandrum, India |

PERSONAL INFORMATION

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| Date of birth | 31 st May 1970 |
| Languages known | English, Tamil, Malayalam & Hindi |
| Visa Status | Valid UAE Resident Visa |

The above information is true to the best of my knowledge

Place: Dubai

VENKITACHALAM ORAISWAMY

Date: 12-05-2022