

# Finance & Accounts Professional

Offering over 34 years of progressive experience of which includes 20 years of international experience in Accounting, Finance Functions, Audit, MIS, budgeting and Taxation



JUDE ROY CHACKO

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*Seeking career enhancements in Finance & Accounts, targeting the Real Estate /Banking / Telecom / Trading /Contracting / Manufacturing Industry in a professionally managed organization, delivering quality service to internal / external Customers.*

## PROFILE

Dynamic and qualified Accounts professional with proven multi-tasking abilities, thorough grasp of policies/ procedures and expertise in handling various accounting operations.

- A goal oriented individual with hands on experience in managing a variety of profiles through complex situations, sharp decision & risk taking abilities, adept at working in high pressure environments with strict deadlines and multiple deliverables.
- Sound knowledge of related accounting modules, well versed with handling statutory/ internal audit, statutory compliance, liaison with authorities and bills payable. Expertise in documenting processes, finalization of accounts, providing MIS support and handling control account reconciliation.
- Demonstrated success at people management, relationship building, cross functional coordination and operations management. Comprehensive problem detection/ solving abilities with an analytical bent of mind, thus being able to comprehend complex data easily.
- Superior communication & interpersonal skills, multilingual with proficiency in English, Hindi & Malayalam.

### Holds the credit of successfully:

- Managing and handing over the System Migration for Property Management & HOAM
- Initiating and implementing Property Management, HOAM MIS
- Initiating and undertaking the reconciliation of all Property Management Accounts
- Handling all Working Capital Requirements – with Banks & Financial Institutions.
- Drafting, planning and implementing cost reduction and cost control policies and procedures.
- Planning and implementing customer retention programs and SOP for customer service.

### Operational Expertise includes:

Finance & Accounting Functions ♦ Budgeting/ Forecasting ♦ Documentation/ Balance Sheet & Reports ♦ Bank Transactions ♦ Billing ♦ MIS Support ♦ Tax & Audit Functions ♦ Tracking Key Business Indicators ♦ Revenue Accounting ♦ Finalization of Accounts ♦ Liaison

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## EXPERIENCE & PROFESSIONAL DEVELOPMENT

**Operations Manager – PID- HOAM**, a Dubai Investments subsidiary, April 2019 till Oct.2021

*Reporting to General Manager*

- Ensure the smooth and efficient running by providing leadership in all financial matters and operations, including Operational budget development, planning and reporting.

**ACCOMPLISHMENTS:**

- Prepare and present Budgets to community boards, using best practices to manage and reduce operational costs
- Prepare and analyze monthly financial report, liaise with internal and External Auditors
- Manage Bid process, review Bid specs proposals and comparison spreadsheets
- Updating of Mollak data and integration of the same with community software

**Manager – Property Management, Deyaar Development PJSC, Sept 2015 till Dec.2018**

*Reporting to Head - Property Management*

- Fully responsible in Managing all Dubai Islamic Bank Portfolio with Deyaar
- Project Manager for migration Process of property Management activates to YARDI from legacy system. Total units approx. 25,000 units
- Responsible for all MIS for Property Management
- Responsible for Financial Reporting for Property Management
- Responsible for all Preparation of budgets for the Property Management division and Tracking of the same

**ACCOMPLISHMENTS:**

- Instrumental in independently collating and tracking the active Property Management base for DEYAAR.
- Managing and implementing the System Migration for Property Management
- Solely instrumental in the building the PM Trial balance for migration
- Initiating and implementing Property Management MIS

**Manager – Finance, Al Awael Building Contg. LLC – UAE, Jul 2007 – Sept 2015**

*Reporting to Group Chairman, contributing leadership to a team of 3*

- Tasked to form and establish the finance and accounting divisions of the organization.
- Responsible for timely preparation of all related Monthly / Yearly Financials and Audit
- Responsible for controlling all financial matters during attendance at Site meetings with clients, consultants, sub contractors, suppliers etc.
- Ensured on time project finance from Banks with regard to TBG, PG, APG, L/C etc.
- Handling MIS reports, Monitoring Budgeted Cost with Actual

**ACCOMPLISHMENTS:**

- Instrumental in successfully establishing and thereafter streamlining the Accounts & Finance Departments.
- Instrumental in obtaining timely banking facilities
- Instrumental in creating a purchase procedure SOP

**Deputy Manager Accounts, Vodafone Essar Cellular Ltd., Jan 2007 – Jul 2007**

*Reporting to GM - Finance & CEO, contributing leadership to a team of 3*

- Charged with Tracking Key Business Indicators
- handling Budgeting/ forecasting and accurately monitoring the actual performance against budget.
- Responsible for the presentation of the monthly operation plan to the management – commitment tracker.

**Manager Accounts, Business Process Outsourcing India (Pvt.) Ltd, Kochi & Banaglore, Jul 2006 – Jan 2007**

*Reporting to General Manager - Accounts, contributing leadership to a team of 7*

- Documented and drew up the monthly MIS and report on the variance, in comparison to the previous month and budget. Interacted with Sales/ Service Tax and STPI.
- Ensured smooth co-ordination, between branches on monthly basis for the closure of Company books.

**Deputy Manager Accounts, Hutch Kerala (BPL Mobile Cellular Ltd), May 2004 – Jun 2006**

*Reporting to GM - Finance, contributing leadership to a team of 6*

- Entrusted with handling the monthly revenue accounting for prepaid & post paid revenues. Monitored billing and accounting software integration.

- Prepared & monitored all GL Account Schedules for Internal Control & Cost Control.
- Obtained approval of vouchers for account codes, handled the authorization of payments and reconciliation of creditors control accounts.
- Efficiently handled all related statutory obligations such as Sales/ Service tax and TDS.
- Accountable for the MIS - Monthly Revenue & Cost MIS for the Kerala Circle including P&L Account, balance sheet, prepared budgets, monitored & conducted variance analysis with the same.

#### **ACCOMPLISHMENTS:**

- Instrumental in bringing in MIS for Kerala Circle.

#### **OTHER EXPERIENCES:**

**Manager Accounts**, Select Stock Brokers Ltd, Kochi, Dec 2003 – May 2004

- Spearheading all major financial activities of the Company, supervised Accounting & Internal Audit functions of all the branches, interacted with Banks, NSCCIL, SHCIL & other statutory bodies.

**Asst. Finance Manager**, Koyenco Autos (P) Ltd. – Kochi, Mar 2002 – Dec 2003

**Asst. Manager**, Megha Home Products (P) Ltd - Kochi Jun 2001 – Feb 2002

**Asst. Manager Accounts**, India Paging Services Ltd., Trivandrum, Kerala, Sep 1998 – Apr 2001

- As an independent profit centre head, spearheaded all Accounting and Commercial activities of the Zone, attended consumer forum cases and sorted out legal issues, controlled the billing activities & maintained accurate records in relation to billing and collection.

**Accounts Officer**, M/s Efficient Marketing Pvt. Ltd, Cochin, Kerala, Oct 1997 – Sep 1998

**Asst. Manager (IA)**, Muthoot Bankers, Trivandrum, Kerala, Sep 1996 – Oct 1997

**Accounts Officer**, M/s Alruquee Industrial Mkt & Const. Co., Al Khobar, Saudi Arabia, Jan 1992 – Jun 1996

*Accounts Officer (Receivables / payables)*

**Assistant Accountant cum Supervisor**, M/s M.D Esthappan, Engineers & Contractors, Dec 1988 – Nov 1991

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#### **EDUCATIONAL CREDENTIALS**

**PG Diploma** - Systems Development ♦ NIIT ♦ Cochin ♦ 1991

**Grad. CWAI** ♦ ICWAI ♦ 1990

**B.Com** ♦ St Xaviers College ♦ Calcutta University ♦ 1987

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**Trainings Attended:** Oracle 11i migration for GL & AP modules ♦ Leadership Training at HUTCH Kerala

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#### **PERSONAL DETAILS:**

**Date of Birth:** 22<sup>nd</sup> Feb 1966

**Passport Details:** Z 4916759

*References: Available on request*