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Dear Sir/Madam,

I am a finance professional having 34 years of experience (including 30 years of Middle East experience) in various industries such as manufacturing, trading, contracting and consulting.

During my career, I have always been able to provide out-of-the-box solutions to drive the business to achieve dynamic growth, productivity and efficiency by achieving financial, strategic, operational and management improvements.

Throughout my career, I was able to leverage strong analytical and leadership skills to lead the business expansion, develop policy, improve processes, reduce costs, boost top-line revenue while protecting bottom-line results and lower the organisation's risk exposure.

I am a self-motivated, dedicated and persistent in converting challenges into opportunities and achievements. I possess strong business planning skills to achieve the desired growth target.

Works closely with the MD/Chairman, senior management team and other stakeholders to develop business plans, strategies and other significant commercial decisions.

Responsible for leading the finance team, assigning result-oriented KPIs to meet the target of the organisation through effective monitoring. Provides accurate forecasting, efficient use of reporting tools, ensures the integrity of the P&L and balance sheet. Recruit finance professionals and be a mentor to the team to improve general financial, operational and system processes, and build a culture of high-performance and accountability.

I can assure you that, with my extensive experience and skills, I can provide solutions to accomplish short/long term goals and add more values to your organisation.

I attach herewith my detailed CV for your kind perusal which I trust will meet your requirements.

Looking forward to your favourable reply,

Sincerely,

**Jay**

(Jayakrishnan K Nair)

## **CURRICULUM VITAE**

|   |  |
|---|--|
|  | <p><b>Key Strengths:</b></p> <ul style="list-style-type: none"> <li>➤ Over 30 years of Middle East experience (total 34 years)</li> <li>➤ Aligning strategic planning in line with the organization's goals</li> <li>➤ Budgeting, Forecasts, Financial Planning, MIS reporting &amp; Analysis</li> <li>➤ Treasury and Fund Management, Taxation and Insurance</li> <li>➤ Skills in raising funds by negotiating with various banks</li> <li>➤ Work experience with diversified industries such as Manufacturing, Contracting, Trading &amp; Consulting</li> <li>➤ Risk Management &amp; Implementation of various internal control policies/procedures to mitigate such risks</li> <li>➤ Experience in the implementation of various ERP systems (SAP, IFS, Accpac, Infor, AWARD, Sage, etc)</li> <li>➤ Played a key role in setting up entities in the Middle East Region</li> <li>➤ Actively involved in M&amp;A of new business</li> <li>➤ Experience in working with MNCs &amp; multi-cultural environment</li> <li>➤ Passionate about continuous learning and self-improvement</li> </ul> |
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### **EDUCATIONAL QUALIFICATION**

ACMA (IMA, USA)

ACMA, India

Currently preparing for CSCA (Certified in Strategy and Competitive Analysis), IMA(USA) &amp; DipIFRS (ACCA)

| Period                                 | Position  | Company  |
|--|---|--|
| <b>UAE Experience</b>                  |   |  |
| Since October 2020 (current job)       | Group Finance Manager (Head of Finance / CFO)   | Group based in UAE & India engaged in trading and manufacturing which provides HVAC solutions (central air conditioning), sheet metal, switchgear&air terminal products                |
| March 2016 to October 2020 (4.5 years) | General Manager – Finance (Head of Finance / CFO)   | Vishwamitra DMCC (Vista Group) engaged in Trading, Manufacturing & Real Estate Developments across Africa.   |
| June 2011 to February 2016 (5 years)   | Financial Controller – Middle East (Head of Finance / CFO)  | SiG Middle East LLC, Dubai (Branch of a Public Listed Company (PLC), UK), engaged in the manufacturing and distribution of interior building materials                                 |
| August 2010 To May 2011(<1Yr)          | Finance Manager – Middle East (Head of Finance / CFO)   | Belchina Group, Dubai (Subsidiaries / branches in Hong Kong, Singapore, India and Africa) dealing with commodity trading   |
| June 1999 To April 2010 (11 years)     | Financial Controller – Middle East (Head of Finance / CFO)<br>(Joined in 1999 as Senior Accountant, promoted as FC in 2004) | Alan Dick Middle East FZE, JAFZA, Dubai (Branch of AlanDick, UK)<br>Telecom & Broadcasting Engineering Contracting Company. Having subsidiaries/ branches in UAE & other GCC countries |

|  |   |   |
|--|---|---|
| January 1994<br>To<br>May 1999<br>(5½ years)     | Senior Accountant<br>(Independently managed the<br>accounts and finance departments<br>with direct reporting to UK, Head<br>Office) | WS Atkins, Dubai<br>(Burj Al Arab, Jumeirah Beach Hotel<br>& Wild Wadi Project)<br>(Branch of WS Atkins, UK.<br>Leading Architect, Engineering &<br>Project Management Consultants) |
| January 1992<br>To<br>December 1993<br>(2 years) | Office/Audit Assistant  | Griffin Nagda & Co., Dubai<br>(Chartered Accountants)   |
| <b><i>Other (India) Experience</i></b>           |   |   |
| April 1990 To<br>Dec'1991(2 Yrs)                 | Senior Office Assistant   | Central Excise and Customs Dept.<br>Government of India, Bombay (India)   |
| May'1987 To<br>Mar'1990(3 Yrs)                   | Office/Audit Assistant  | N.C.Mehta & Co., Bombay, India<br>(Chartered Accountants). Leading Sales<br>Tax Consultants in India.   |

**PROFESSIONAL EXPERIENCE**

**Present Role:** Group Finance Manager (Since October 2020)  
Reporting to: MD

**Company Profile:** The Group is based in UAE & India engaged in trading and manufacturing HVAC (central air conditioning) products, sheet metal products, switchgear & air terminal products.

**Key achievements:** Implemented SAP, completed renewal process of the bank facility and put various policies and procedures in place.

**Role profile:**

- Manage cash flow, liaise with banks and monitor facility
- Prepare and develop the various MIS reports and review the same with the MD
- Prepare, implement and review various policies & procedures to ensure adequate internal controls are in place
- Implementation of SAP
- Responsible for stores/inventory
- Review and implement credit control policies and procedures
- Review and ensure proper insurance coverages are in place
- Ensure legal compliance (such as audit, ESR, UOB, renewal of trade licences, update MOAs, POAs, etc)

**March 2016 to October 2020**

**Company:** Vishwamitra DMCC (Vista Group), Dubai

**Business:** Trading, Manufacturing & Real Estate development

**Role:** General Manager – Finance

**Key achievements:** Restructured existing funds, availed additional funds, Able to reduce the interest rate and other charges

**Role profile:**

- Review, monitor and manage the working capital
- Enhance the relationship with various banks to raise funds at competitive terms
- Partnering with the Chairman and senior team in preparing strategies and business plans to meet the organizational goals.
- Prepare and develop the various MIS reports and review the same with the Chairman
- Prepare, implement and review various policies & procedures to ensure adequate internal controls are in place
- Responsible for the administration function of the business
- Ensure legal compliance (Audit, renewal of licences, update MOAs, POAs, etc)

**June 2011 to February 2016**

**Company:** SiG Middle East LLC (Branch of a UK based SiG PLC), Dubai

**Business:** Trading in specialised engineering and building materials.

**Role:** Financial Controller – Middle East

**Key achievements:** Planned and implemented purchase of materials in such a way that maximum rebate/discounts availed from the suppliers. This had a direct positive impact on the NP.

**Role profile:**

- Manage finance, accounting and auditing for the Middle East operation.
- Support the Regional Head in preparing strategies in line with the organizational goals & prepare budgets and forecasts.
- Prepare and submit management packs & other reports to the group as per schedule.
- Develop and improve the relationship with banks, manage cash flow & working capital
- Prepare, implement and review various policies & procedures to ensure adequate internal controls are in place
- Arrange tax audit and file tax returns of entities based in Oman and Qatar
- Responsible for managing HR and office administration
- Liaise with the insurance broker and ensure adequate policies are in place to cover the risks.
- Implemented a new ERP system (Sage / AWARD)
- Ensure legal compliance
- Assist management in setting up new businesses and M&A in other GCC countries.

**August 2010 to May 2011**

**Company:** Belchina Group, Dubai.

**Business:** Trading in Commodities & Recycling Scrap Material

**Role:** Finance Manager

**Company Profile:** The Group is primarily engaged in trading in commodities, minerals & metals and scrap recycling operations with operations in the Middle East, Africa and South East Asia.

**Role profile:**

- Responsible for accounting, auditing and taxation of the group as well as the entities located in respective countries

- Manage finance and treasury function.
- Liaise with various banks to arrange the required facilities.
- Monitor and review various banking facilities on daily basis and ensure that commitments are met in line with bank covenants.
- Implemented ERP/accounting system (Sage)
- Prepare, review and implement various policies and procedures to ensure proper internal controls are in place.
- Manage the HR function along with the CEO
- Arrange various insurance covers to ensure business risks are mitigated.

**June 1999 to April 2010**

**Company:** Alan Dick Middle East (Dubai), Al Bawardi Alandick LLC (Abu Dhabi) & ADME, Qatar

**Business:** Telecom Engineering Contracting & Trading

**Role:** Financial Controller – Middle East

**Company Profile:** ADME is a UK based multi-national engaged in providing broadcasting and telecommunication infrastructure solutions to various telecom and broadcasting operators across the region.

Key areas of responsibilities:

- Prepare strategic business, financial plan and budget in discussion with the team
- Treasury and Banking (Manage Working capital/cash flow, monitor and review various bank facilities. Negotiated stand-alone banking facilities.
- Responsible for accounting, including setting up and managing the Joint Venture accounts.
- Commercially review contracts every month and recognise revenue as per IFRS.
- Prepare, review and submit various MIS Reports to the UK head office.
- Arrange audit and taxation of the subsidiaries/branches located in other GCC countries.
- Arrange and ensure appropriate insurance cover in place
- Played the lead role in implementing various ERP systems such as Accpac, IFS and Infor
- Responsible for reviewing and approving the entire supply chain process.
- Work closely with the commercial team in bidding.
- Prepare, review and implement various Internal Control policies and procedures
- Played a key role in ISO 9000 implementation.
- Setting up offices in other regions

**January 1994 to May 1999**

**Company:** WS Atkins, Dubai

**Business:** Architect & Engineering Consultants and Project Management

**Role:** Senior Accountant

**Company Profile:** WS Atkins is a UK based multi-national, one of the world's leading, Architectural & Engineering Consultants. WS Atkins has done many prestigious projects in the Middle East. I was mainly associated with one of their major projects - **Designing and Project Management of Burj Al Arab (world's tallest hotel), Jumeirah Beach Hotel and an Aquapark project called 'Wild Wadi'.**

Besides managing routine accounting and financial activities, I was also responsible for the following duties:

- Prepare monthly cost reports, compare with budget and prepare variance report and submit to the Project Director, Project Services Manager and Head Office in the UK.

- Prepare weekly and monthly cash flow statement and submit to Head Office in the UK.
- Assist the Project Services Manager in preparing monthly and yearly budget
- Liaise with the bank to establish and monitor the overdraft and guarantee facilities
- Implemented weekly timesheet to monitor the cost and review the progress of projects on weekly basis.
- Implemented a payroll system for about 200 staff

**January 1992 to December 1993**

**Company:** Griffin Nagda & Co., Dubai (Chartered Accountants)

**Role:** Office/Audit Assistant

- Assist Senior Auditors in audit
- Assist the Senior Auditors in preparing financials and management letters
- Perform stock taking of various clients

**April 1990 to December 1991**

**Establishment:** Central Excise and Customs Dept., Government of India, Bombay (India)

**Role:** Senior Office Assistant

Central Excise and Customs is the main revenue collection department of the Government of India. My key responsibilities were:

- Maintaining various records (including confidential records)
- Assist the Commissioner and other officials in preparing various reports

**May 1987 to March 1990**

**Company:** N.C.Mehta & Co., Bombay, India (Chartered Accountants)

**Role:** Office/Audit Assistant

N.C.Mehta & Co., Bombay, is a reputed firm of Chartered Accountants who are specialised in the field of Sales Tax Consultancy. My duties were:

- Assisting Senior auditors during audit
- Preparing income tax/sales tax returns for the clients
- Prepare financial statements and related schedules of the clients

**PERSONAL INFORMATION:**

|  |   |                              |
|--|---|------------------------------|
| Nationality : Indian   | Gender: Male                                | Date of Birth: 21 March 1968 |
| Marital Status : Married   | Language Skill : English, Hindi & Malayalam |                              |
| <b>Hobbies/passion:</b> Reading, attend seminars/webinars on various topics, mentoring others & do webinars. |   |                              |