**Gopinath**  **🕿**: +91-9962260577

Asst Manager - Finance :[gopinaathmmn@gmail.com](mailto:gopinaathmmn@gmail.com)

**Summary** Result focused Assistant Manager – Finance with more than 7.5 Years of real-world experience in developing successful Finance Modeling for facility management Industries.

**Skills**  **Financial Management Personal**

Periodic Accounts closure MIS Effective Training

Budgeting & forecasting Regular Reporting Presentation

AR,AP & GL Strategic Vision Analytical Thinking

Record to Report (R2R) Financial Regulations Integrity

Decision making Ownership

Effective delegation Time Management

Conflict Management

**CAREER**

**Asst Manager \_ Finance**, **Jones Lang Lasalle Property Consultants (I) Pvt Ltd, Feb’20 – Till now**

* Responsible for $50.3M (INR 383 Crs) of Facilities & Real Estate Management expense managed by JLL for E-Commerce client in India (2M sq. ft.)
* Lease and Rental Contract Management: Validating the Lease & rental agreements and facilitating to create the annuals POs for Rent, CAM and Parking Charges.
* Co-ordinating with Landlord and internal stake-holders to resolve the Landlord’s queries for continuity of business.
* Oversee team of 3 analysts dedicated to our E-commerce client's facilities & Real Estate management and liaise between the client account and JLL Finance.
* Oversee of 6 Facilities of Our E-commerce Client’s across Chennai, Coimbatore and Mumbai
* Co-ordinating with Project team to understand the project completion and reconcile the CAPEX Spent to record in the books of accounts.
* Review YTD, QTD & MTD variance analysis, with actual & budget and present to high-level commentaries
* Interact extensively with portfolio managers, counterparties and internal support departments to review Expenses methodology and procedures.
* Facilitating Month-end close Process, Accrual entries, Cross charge Entries, Reclass Entries, True-up entries and account reconciliations.
* Co-ordinating with Capex budget’s stake holders to spend the budget as per timeline and validating the Budget Vs Actuals periodically.
* Managing & Publishing Budget VS Actuals report for PAN India
* Managing & Publishing CPH Data for PAN India

**Executive \_ Finance**, **Jones Lang Lasalle Property Consultants (I) Pvt Ltd, Jan’16 – Mar’19**

* Responsible for $30M (INR 240 Crs) of Facilities & Real Estate Management expense managed by JLL for E-Commerce client in India (1.2M sq. ft.)
* Lease and Rental Contract Management: Validating the Lease & rental agreements and facilitating to create the annuals POs for Rent, CAM and Parking Charges.
* Co-ordinating with Landlord and internal stake-holders to resolve the Landlord’s queries for continuity of business.
* Oversee team of 3 analysts dedicated to our E-commerce client's facilities & Real Estate management and liaise between the client account and JLL Finance.
* Oversee of 2 Facilities of Our E-commerce Client’s across Chennai.
* Co-ordinating with Project team to understand the project completion and reconcile the CAPEX Spent to record in the books of accounts.
* Facilitating Month-end close Process, Accrual entries, Cross charge Entries, Reclass Entries, True-up entries and account reconciliations.

**Senior \_ MIS Executive**, **Jones Lang Lasalle Property Consultants (I) Pvt Ltd, Oct’14 – Oct’15**

* Ensured sufficient funds are available to meet ongoing operational and capital requirements.
* Tracking Attendance for JLL &amp; Vendors on daily basis for PAN India &amp; attendance
* approval on Weekly &amp; Monthly basis.
* Facility Management review reports on monthly basis.
* Subcontract payment processing (Manpower, Chemical, Machinery, water, beverages and
* stationery)
* Sharing Daily reports to Client &amp; Management.
* Preparing Dashboard Reports.
* Organizing &amp; sharing Po’s for PAN India Vendors.
* Managing Vendor Management Tool Attendance for all vendors for PAN India.
* Handling, Co-ordinating &amp; Conducting HR Statuary Compliance for PAN India.
*  Handling the Team of Helpdesk, Stationery & Mail Room.

**HR Executive, UPSHOT Utility Services pvt Ltd.,** **Jan-2008 to Oct-2011**

* Analyzing Job Requirement for various departments and Sourcing candidates.
* Initial Screening of candidates.
* Forwarding the matching profiles to the respective departments.
* Doing joining formalities for new Joinee and hand over them to training department
* for induction and other related trainings.
* Doing Operators Recruitment and handover the operators to production within the
* target time itself.
* Collecting attendance from various departments consolidate and sent to HR
* Salary Processing for Casual labor Employees
* Monitoring Transport &amp; Canteen activities

**Admin Executive, CSC Computer Education, Jan-2005 to Oct-2007**

* Planning Marketing Activities
* Colleges &amp; Schools Conducting Seminars
* Displaying Road Shows
* Counselling the Students.
* Preparing reports and sent to corporate office.
* Batch Allocation &amp; other Administrative Activities

**ACADEMICS/QUALIFICATIONS**

**BACHLEOR OF COMMERCE, May’2012**

**♦** Periyar University,

**ADDITIONAL ACADEMIA,**

**♦** Honors Diploma in Computer Application

**COMPUTER PROFICIENCY:**

Windows 2013/10, **Advance MS Excel, PPT, Word**, **Oracle and JD Edwards**

**Personal** Date of Birth & Age : 7th Feb 1982, 41 years

Marital Status : Married

Languages known : English, & Tamil

References : Available on demand