

SAVEESH THAYYULLATHIL

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Dynamic Financial and Accounting Management Executive with 14 years of experience including 8 years of international exposure in Doha, Qatar

Domain Exposure: *Construction, Contracting, Interior Designing, Hospitality, Automotive*

Presently working as Finance Manager with Hands Services Company W.L.L, Doha - Qatar

Excels in managing accounting and financial administration; strengthening controls and developing strong accounting policies & procedures and improving process effectiveness in achieving organizational objectives

Objective: Seeking to be Finance Manager / Accounts Manager with a well established and reputed organization by utilizing experience and domain knowledge

- ✓ Expertise in managing a wide range of accounting and finance functionalities including preparation and reconciliation of books of accounts and finalization of accounts.
- ✓ Adept at providing necessary and appropriate financial direction, administrative and reporting procedures, and information technology / systems to effectively and rapidly grow the business, while securing its financial strength and operating efficiency.
- ✓ Expertise in preparing and interpreting financial statements including Profit and Loss Account, Balance sheet and cash flows.
- ✓ Adept and experienced in preparing budgets & financial forecasts.
- ✓ Experienced in negotiating with banks & financial institutions, cash flow management, credit control and debt management and monthly reconciliation of creditors & debtors.
- ✓ Well experienced in Implementations of Accounting software like Agile Plus ERP (Oracle Based), Focus ERP, Tally ERP etc. with proper internal control and approval systems.
- ✓ Skilled in maintenance of general ledger, verification of payments, receivables management, contract management, control & management of stores and purchases and maintenance of stock.
- ✓ Exposure in tax planning, ensuring tax compliance and conducting internal audit, tax audit and sales tax audit of Companies and Govt. Undertakings.
- ✓ Adept in formulation and administration of accounting policies & procedures, HR and payroll management and preparation of monthly salary statements of staff.
- ✓ Continuous learner to keep abreast of all relevant statutory and accounting changes.
- ✓ Proactive and smart planner, possessing ability to work under pressure, working independently and in a team and gaining knowledge in new concepts.
- ✓ An efficient Team leader and player with excellent interpersonal, problem solving, analytical, creativity and team leadership capabilities.

Key Expertise: Accounting and Finance • Auditing • Taxation • Budgeting and Forecasting • Trade Finance • MIS & Reporting • Process Management • Internal Control • Administration • Payroll Management • Team Management

Professional Experience

Finance Manager (Jan 2015 till now)

Hands Services Company W.L.L. Doha - Qatar

(Construction, Catering, Manpower & Real Estate Group)

- Steering daily operations of the Finance dept. and accounting activities with a team of 4 personnel.
- Ensuring proper maintenance of books of accounts including periodical reconciliation of books of accounts.
- Ensuring verification and authorization of payments (cash & bank).

- Dealing with LC and LTR Facilities
- Monitoring funds with budgets & cash flows and verifying daily sales figures with cash & bank receipts.
- Preparing and submitting monthly profit & loss account with all provisions to the MD & Board of Directors.
- Streamlining activities of Finance dept. and administering accounting policies & procedures.
- Streamlining of Stores and Purchase functions with proper maintenance of stock.
- Managing creditors and reporting procedures including funds for post dated cheques.
- Preparing financial statements & management reports and verifying monthly salary statements.

Achievements:

- Successfully implemented Agile Plus ERP (Oracle) software with proper internal control systems.
- Effectively redesigned and streamlined the accounting system with Departments, Job Centre & cost centre and projects accounting, reporting formats and controls.
- Properly Implemented WPS system as per Qatar Labour Law for all Employees.
- Designed and monitored proper documentation system in accounts and HR.

Finance Manager (May 2013 – October 2014)

G-Routes Business Pvt. Ltd., Calicut, India

(Builders & Hotel Groups)

- Steering daily operations of the Finance dept. and accounting activities with a team of 18 personnel.
- Ensuring proper maintenance of books of accounts including periodical reconciliation of books of accounts.
- Ensuring verification and authorization of payments (cash & bank).
- Monitoring funds with budgets & cash flows and verifying daily sales figures with cash & bank receipts.
- Preparing and submitting monthly profit & loss account with all provisions to the MD & Board of Directors.
- Streamlining activities of Finance dept. and administering accounting policies & procedures.
- Streamlining of Stores and Purchase functions with proper maintenance of stock.
- Managing creditors and reporting procedures including funds for post dated cheques.
- Preparing financial statements & management reports and verifying monthly salary statements.
- Managing statutory requirements like KVAT, Income Tax, Service Tax, ESI, PF, etc.
- Ensuring timely collection, remittance and clearance of disputes related to taxation matters.
- Liaising and negotiating with banks and other financial institutions to secure funds.

Achievements:

- Successfully implemented Tally ERP (Multi-User) software.
- Effectively redesigned and streamlined the accounting system with branch, cost centre and projects accounting, reporting formats and controls.
- Designed and monitored proper documentation system in accounts and HR.

Accountant (Oct 2006 - Jan 2011)

Pergola Contracting and Greenhouses WLL, Qatar

(Landscaping, Irrigation, Contracting and Interior Designing)

- Prepared schedule for finalization of account handled accounts finalization and maintained General Ledger.
- Handled and ensured accurate processing of purchase, contractual and sales accounting transactions.
- Maintained up-to-date records for purchase, sales and contractual account.
- Confirmed balances of supplier, client and sub-contractor with company ledgers.
- Provided assistance in managing trade finance activities including letter of credits, bonds, guarantee, etc.
- Involved in the reconciliation of bank, general ledger and inter-division accounts.
- Prepared requisite accruals, provisions and audit schedule for accounts closure.
- Processed cash receipts, payments and other cash related transactions with proper internal controls.
- Prepared bank payment & cash withdrawal entries and ensured availability of sufficient balance.
- Managed and processed the entire monthly staff payroll including leave and final settlements.
- Prepared and processed payroll data in financial accounting software.

- Allocated expenses related to staff costs to appropriate accounts in general ledger.
- Prepared requisite management reports on receivables, ageing, cash flow, borrowings, etc.

Achievements:

- Successfully streamlined the entire accounting process of the company.
- Developed internal controls, accounting and payroll procedures.
- Pivotal role in converting the general ledger system from Pioneer Accounting to Focus RT ERP system.
- Effectively redesigned the accounting system with inter-company, branch, cost centre and project accounting, reporting formats and controls.

Accounts Officer (Jul 2004 – Oct 2006)

Calicut Motors (Authorized Dealer of Bajaj Auto Ltd.), Calicut, Kerala, India

(Sales & Services of Two Wheelers & Three Wheelers with spare parts)

- Managed branch accounts & dept. accounts and prepared & submitted various reports to the management.
- Involved in the reconciliation of bank, inter-department and branch accounts.
- Handled monthly reconciliation of creditors/debtors including reconciliation of warranty spares with dealer.
- Daily checked bills & invoices and prepared monthly salary statements of staff.
- Developed procedures for incorporation of branches.
- Prepared monthly profit & loss account, monthly sales tax & service tax returns including TDS returns.

Achievements:

- Instrumental in streamlining the entire accounting and administrative processes in coordination with the Finance Manager and strengthening the organizational systems and controls.

Audit Assistant (Apr 2002 - Jun 2004)

C.V. Peter & Co., Chartered Accountants, Calicut, Kerala, India (Auditing Firm)

- Handled finalization of books of accounts including finalization of contract accounts.
- Prepared various accounting / auditing reports by using Charts and Diagrams.
- Prepared profit & loss account and balance sheet of banks.
- Conducted internal & sales tax audit including audit of Public Ltd. Companies and other Govt. Undertakings.
- Prepared books of accounts of various clients including Income Tax, Sales Tax and Service Tax Returns.
- Prepared statements of non-performing loans for bank audits and project reports.

Achievements:

- Successfully prepared & finalized accounts and conducted internal and statutory audits of companies, firms and banks in coordination with team members.
- Effectively conducted statutory audit of Nationalized Banks for 3 years.

Professional Development

- Short Term Courses in MS Office & Tally
- Course in Type Writing English (Higher), Malayalam (Lower)

Academics

- Master of Business Administration (Dual Specialization in Financial Management & Human Resource Management), University of Calicut, Kerala, India (2011 - 2013) First Class
- Successfully completed 2 projects in Reputed Companies
- Bachelor in Commerce (Commerce), Calicut University, Kerala, India (2002) First Class

Academic Projects

- Client: Tata Coffee Ltd., Bangalore (45 days)
- Outline: An analysis and comparative study of financial statements for the last five years
- Client: Amana Toyota, Calicut (30 days)
- Outline: A study of employee benefits and motivation

Technical Skills Set

- Operating System: Windows 2000, Windows XP Professional
- Application Package: MS Office 2003, MS Office 2007, MS Office 2010
- Accounting Software: Agile Plus ERP (Oracle), Tally ERP, Focus Rt (ERP), Pioneer, Pioneer Plus Payroll software, DMS (Data Management System), CAMS
- Photoshop, Premier Pro

Personal Details

- Date of Birth: 20th December 1981
- Languages Known: English, Hindi, Malayalam and Tamil
- Passport No.: L9809488
- Marital Status: Married
- Driving License: Qatar & India
- References: Available on request
- Location Preference: Willing to relocate