

## PRADEEP KEDIA

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**Seeking Senior Level Managerial Assignments as CFO/Financial Controller for Financial Reporting & Compliances / Funding / Planning / Strategy/ Treasury / Taxation with an organization of repute.**

### Synopsis

- ⇨ A dynamic professional having **25 years of experience** (including 10 years in Manufacturing Sector) in controlling and enhancing financial processes & reviewing financial data for facilitating strategic financial growth of organizations in a robust business environment.
- ⇨ Expertise at Monthly Books closing on timely basis with compliances to all reporting requirements and finance verticals.
- ⇨ Control in respect of Direct & Indirect Tax Obligations, Risks & Opportunities by implementing and maintaining Tax Control Framework in line with Govt Policies, Regulations, Act & Rules.
- ⇨ Enhance Internal Control & Compliance Environment by tracking & reporting Key Risks and Compliances and act as change catalyst to promote better Corporate Governance standards.
- ⇨ Expertise at strategic forward planning, operating within tight financial disciplines imposed by internal controls, ambitious budgets, profit centre operations, business development and organizational restructuring.
- ⇨ Comprehensive experience in corporate accounts and corporate financial statements as well as ensuring adherence to the International Financial Reporting & Accounting Standards, Auditing Guidelines, Corporate Laws, Commercial Laws and Labor Legislations.
- ⇨ Skilled in managing the complete planning & management activities for ensuring completion of Internal, Tax, External as well as Statutory Audits and consulting assignments within time and cost budget in adherence to pre-defined guidelines, analyzing financial plans, consolidating long term plans.
- ⇨ Adept in screening new projects / investment proposals through financial modeling and feasibility studies to assess the financial viability of various projects, predictable cash flow and growth opportunities.
- ⇨ A keen analyst with extensive knowledge of financial markets as well as exceptional negotiation and relationship management skills along with abilities in liaising with Banks / FI's / Investors / Corporates / External Agencies at senior levels for borrowings and satisfying the working capital / project requirements.
- ⇨ An effective leader in establishing performance-driven culture that ensures accountability and personal ownership, directing teams for running successful process operations & experience of developing service standards for business excellence in coordination with Business Head.
- ⇨ Emphasizing adherence to Accounting policies, Processes and Statutory Taxation Compliances.

### Key Skills

<i>Financial Reporting &amp; Compliances</i>	<i>Business Support</i>
<i>Monthly Closing</i>	<i>Cost Optimization</i>
<i>Risk Mitigation &amp; Control</i>	<i>Funding &amp; Treasury Management</i>
<i>Resource Optimization</i>	<i>Audits</i>
<i>Taxation (Direct &amp; Indirect)</i>	<i>Liaising &amp; Coordination</i>
<i>Revenue Generation</i>	<i>Strategic Planning</i>
<i>Operating plans &amp; Budgeting</i>	<i>MIS Maintenance, Capital Budgeting</i>

### Academic Credentials

- ⇨ FCMA from The Institute of Cost & Management Accountants of India (formerly ICWAI) in Dec-1996
- ⇨ FCA from The Institute of Chartered Accountants of India in Nov-2009
- ⇨ B.Com. (Hons.) from Siliguri College of Commerce, University of North Bengal in 1991
- ⇨ B.A. (Economics) from Siliguri College, University of North Bengal in 1994
- ⇨ Higher Secondary form Siliguri College, West Bengal Board of Higher Secondary Education, 1988
- ⇨ ICSE (Class X) from Don Bosco School, Siliguri, West Bengal, 1986

### Organizational Scan

Oct-2021 to Dec-2022: Group CFO at **TIBCO Group (Tibrewala Electromech Pvt Ltd., Hyderabad)**  
Oct-2019 to Jun-2021: CFO & Vice President **Shiksha Financial Services India (P) Ltd., Chennai**  
Sep-2018 to Oct-2019: General Manager (Regional Finance Head) **Reliance Communications Limited, Mumbai**  
Mar-2017 to Jul-2018: General Manager (Financial Controller) **Wonderla Holidays Limited, Bengaluru**  
Jul-2011 to Feb-2017: Deputy General Manager **Aircel Limited, Chennai**  
May-2007 to Jul-2011: Senior Manager **Bharti Airtel Limited, Gurgaon**  
Aug-2003 to May-2007: Senior Manager **Assam Roofing Limited, Guwahati**  
Aug-2001 to Jul-2003: Deputy Manager **Vinay Cements Limited, Guwahati**  
Jan-1998 to Jul-2001: Executive **Terai Tea Company Limited, Kolkata & Moscow**

### Key Achievements

- ⇨ Propelled **Cash savings of 68 MN** INR for Service Tax Credit inputs & won I2I (Ideas to Impact) Award 2<sup>nd</sup> best Pan India while at Aircel
- ⇨ Generated **EBITDA savings of 60 MN** towards Cost control implementation at Aircel.
- ⇨ Redefined Provision built up at Bharti Airtel and garnished saving of **120 Mn** pan India.

- ⇨ EBITA & Cash saving to the tune of INR 3.25 Cr for the TIBCO group in terms of GST recovery, ex-demands from departments, Cost saving impacts and Treasury planning
- ⇨ Advanced Collection monitoring very minutely and increased from 85% to 97% while at Reliance and increased from 93% to 98% while at Aircel and thereby substantial reduction in bed debts from 7% to 2%.
- ⇨ ERP migration, Redefined Processes, SOPs, MIS and Accounting guidelines at all levels thereby strengthening teams and boosting Originations to the next level.

#### **From Oct-21 : TIBCO Group : Tibrewala Electromech Pvt Ltd., Hyderabad**

Leading Fan Manufacturing Company in India with a sizeable market share and OEM to all major Fan dealers in India, with revenue of Rs 750 Crores.

#### **KEY ROLES and RESPONSIBILITIES**

- ⇨ Responsible for the administrative, financial, procurement and risk management operations of the group Companies consisting of 20 entities.
- ⇨ Involved in the development of a financial and operational strategy, KPIs, and the ongoing development and monitoring of the financial system.

#### **Key responsibilities:**

- > Liquidity
- > Return on Investment
- > Forecasting
- > Reporting
- > Controllership
- > Treasury
- > Strategy

#### **Key Achievements:**

- > Yearly books closure of all entities withing 45 days of year end, including finalization, audit, all returns & compliances.
- > Implementation of new SOPs, Accounting Guidelines, Policies & Processes along with MIS formats & timelines.
- > EBITA and Cash saving to the tune of Rs 2.75 Crores for the group in terms of GST recovery, ex-demands from departments, Cost saving impacts and monthly review mechanism.
- > Evolution of Organization reporting matrix, KRA settings, HR polices and cross functional reviews.
- > Working capital control with bank limits appropriation. New banks enlisted.

#### **From Oct-19 to Jun-21: Shiksha Financial Services India (P) Limited, Chennai**

#### **KEY ROLES and RESPONSIBILITIES**

##### **Strategy, Planning, and Management:**

- ⇨ Act as a strategic business partner to the senior leadership team.
- ⇨ Provide market insights to the management team, including financial trends, investor concerns, competitor actions, and anything that might impact the company
- ⇨ Assist in formulating the company's future direction and supporting tactical initiatives
- ⇨ Assess and evaluate the financial performance of organization with regard to annual and long-term operational goals, budgets, and forecasts.
- ⇨ Provide insight and recommendations to both short-term and long-term growth plan of organization.
- ⇨ Deciding on investment strategies by considering cash and liquidity risks

##### **Manage financial planning and analysis:**

- ⇨ Create and establish financial objectives that align with the company's plan for growth and expansion.
- ⇨ Review and analyze monthly financial results and provide recommendations.
- ⇨ Supervise the creation of reports, software implementation, and tools for budgeting and forecasting.
- ⇨ Develop and maintain monthly operating budget and annual company operating the budget. Treasury Management
- ⇨ Performing risk management by analyzing the organization's liabilities and investments
- ⇨ Manage cash flow planning process and ensure funds availability.
- ⇨ Oversee cash, investments and asset management.

##### **Fund-raise - Debt and Equity capital:**

- ⇨ Identify, reach-out and pitch to prospective investors and program manage the related processes of due-diligence, deal closure, etc.
- ⇨ Develop a compelling value proposition and key messaging for future fund-raise as well as existing investors
- ⇨ Build investor confidence in the company's vision to deliver shareholder value through a comprehensive Investor Relations framework and strategy
- ⇨ Represent company to banks, financial partners, institutions, investors, auditors and officials.
- ⇨ Oversee communication & reporting of financial results to investors through comprehensive MIS.
- ⇨ Maintain excellent banking relationships and strategic alliances with vendors and business partners.

##### **Financials, Audit, Compliances:**

- ⇨ Responsible for end of end preparation & review of monthly P&L and Balance Sheet and presentation of the same to the Management, Directors, investors
- ⇨ Preparation of Annual Budget month wise and control of the same over actuals.
- ⇨ Preparation for Financials and Review Analysis for Board Meetings.
- ⇨ Heading the entire P2P, R2R, Taxation, Capitalization and GL.
- ⇨ Handling of Direct and Indirect Taxes and legal cases.

- ⇨ Formation and implementation of Process, Policies, SLAs and Accounting Guidelines.
- ⇨ Enhance Internal Control and Compliance by tracking Key Risks and Non Compliances.

**Key Achievements:**

- >Policies & Process set up across function
- >Strong adherence on Compliances.
- >Branch cost substantial control,
- >Funding from Banks, NBFCs and NABARD at record rate in Company's history.

***From Sep'18 to Oct'19 : Reliance Communications Limited, Mumbai***

**General Manager : Regional Finance Head**

- ⇨ Pricing approvals within the Framework of Delegation of Authority (DoA) for standard products and services.
- ⇨ Review of Complex tenders/ RFPs and perform SWOT analysis & risk analysis. Assist in Cost Assumptions and pricing recommendations.
- ⇨ Review of Customer facing Contracts/ agreements and participate in contract negotiations with customers, whenever required. Interact with NHQ Legal/ Commercial team & draw synergies to structure customer facing commercial contracts.
- ⇨ Systemic commercial approvals of CAFs (Customer Application Forms)
- ⇨ Review of SCR capex within DoA and approvals. Strict monitoring of Capex assigned to various projects and ensure that the project delivery teams work within approved capex budgets.
- ⇨ Systemic Approval of SCRs (Scope Change Requests)
- ⇨ Ensure all Capex/ Opex expenditures are continuously aligned to the budgets.
- ⇨ Detailed Analysis of Outstanding statements and devise strategies to achieve targets of Cash Collections, Old debt, First Time Billers (FTBs) etc.
- ⇨ Drive the collection team in the region for timely collection of debt and achieve DSO / Collection targets month on month
- ⇨ Formulate structured dunning strategies specific to customer categories & ensure strict adherence to the same.
- ⇨ Proactively drive Clean up of outstanding portfolio such as processing of Credit note requests, timely collection of TDS certificates. Set up processes along with stake holders in the region, to reduce credit note situations. Lead cross functional teams of circles to ensure compliance to processes
- ⇨ Ensure timely and correct recording/ posting of payments
- ⇨ Conduct audit of various processes under the guidelines of HQ
- ⇨ Assist regional Business Head and Business Controller (Enterprise) in AOP & Review month on month progress against financial plan.
- ⇨ Identify opportunities for process improvements or automation
- ⇨ Facilitate Regional Enterprise Account payables

**Key Achievements:**

- >Past years' GST non-compliance adherence, thereby leading to saving in over 50Mn INR.
- >Collection monitoring very minutely and increased from 85% to 97%.
- >Effective team management consisting of around 140 members from entire South & West.

***Mar'17 to Jul'18 : WONDERLA HOLIDAYS LIMITED, BENGALURU***

**General Manager : Financial Controller**

**Key Deliverables:**

- ⇨ Responsible for end of end preparation & review of monthly P&L and Balance Sheet and presentation of the same to the Management and Directors.
- ⇨ Preparation of Annual Budget month wise and control of the same over actuals.
- ⇨ Preparation for Financials and Review Analysis for Board Meetings.
- ⇨ Heading the entire P2P, R2R, Taxation, Capitalization and GL.
- ⇨ Handling Treasury, Fund Management, Credit Facilities and Cash Flow Management.
- ⇨ Successful implementation of Oracle ERP.
- ⇨ Successful implementation of Goods and Services Tax.
- ⇨ Automation across functions in terms of System upgrade, Payments, Revenue Accounting and Analysis.
- ⇨ Development of informative MIS across functions.
- ⇨ Close co-ordination with SCM function to work out cost benefits in terms of purchases.
- ⇨ Handling of Direct and Indirect Taxes and legal cases.
- ⇨ Formation and implementation of Process, Policies, SLAs and Accounting Guidelines.
- ⇨ Enhance Internal Control and Compliance by tracking Key Risks and Non Compliances.

**Key Achievements:**

- ✓ Successful Implementation of Goods & Services Tax
- ✓ Successful Implementation of Oracle ERP
- ✓ Accounting Guidelines and Process Implementation
- ✓ Bank Funding at much lower cost

***Jul'11 to Feb'17 : Aircel Limited***

**Deputy General Manager**

***Since Oct'15: Aircel Limited, Corporate Office, Gurgaon***

**National Head : Collection, Credit and Compliance**

**Key Deliverables:**

- ⇨ Regular review and update of policies and processes to ensure thoroughgoing business benefit.
- ⇨ Reviewing contracts with agencies and suggesting for improvement.
- ⇨ Conducting Circle audits for exception in Dunning, collection Verification & resolution
- ⇨ Coordination with Revenue Assurance, IT other CS verticals for issues and resolutions
- ⇨ Analysis on Customer complaints & actions
- ⇨ Implementing Best practices to improve process efficiency
- ⇨ Over-viewing of timely dunning of postpaid accounts to ensure financial exposure control
- ⇨ Supervision of 24\*7 FMS desk and ensuring timely closures of alerts
- ⇨ Coordination with various internal & external stakeholders to ensure process adherence
- ⇨ Coordination with Circles for Collection and Verification
- ⇨ Agency Management
- ⇨ Driving accurate AV CV verification & TAT
- ⇨ Health Check of newly acquired base through Welcome call
- ⇨ Monitoring & Tracking complete base for zero usage.
- ⇨ Health Check calling to probable churn customers who show a sudden dip / spike in usage.
- ⇨ Setting bucket wise collection targets & monitoring them to ensure timely collection.
- ⇨ Monitoring collection process hygiene in line with policy.
- ⇨ Co-ordination & analysis of RCA for low collection leading to high churn.
- ⇨ Cost alerts / budget support for effective execution of entire services activities at circles.
- ⇨ Promotion of self-help channel for postpaid customers through various modes such as e-bill, online payment options, USSD short codes, IVRs & service touch points.

**Key Achievements:**

- ✓ Increased Collection from 93% to 98%
- ✓ Reduction of Bad Debts from 7% to 2%
- ✓ Cost cutting measures adoption, implementation & achievement
- ✓ Process change for impacting Collection, Credit & Billing

***Mar'15 to Sep'15: Aircel Limited, Chennai*****Asst. General Manager: Head Business Process Analysis: Head Management Accounting****Key Deliverables:**

- ⇨ Revenue Generation: Analyse Subscriber patterns, MOU patterns, traffic, REC, acquisition, and other key indicators to drive revenues and provide inputs to business. Provide business performance, KPI dashboards and drive circle reviews Ensuring monthly closures on timely basis along with compliance to all reporting requirements with correct provisioning
- ⇨ Identify opportunities of revenue improvement.
- ⇨ Cost Optimization: Analyse expenses and drive cost efficiency. Opex optimization thru saving initiatives.
- ⇨ Budgetary control: Ensure budgetary controls and DOA compliance through business case, deviation note and PR PO approvals.

**Key Achievements:**

- ✓ MIS change implementation for more effective Higher Management Reporting
- ✓ Fixation & Implementation of SLAs and timelines for all Reporting Schedules

***July'11 to Feb'15: Aircel Limited, Chennai & ROTN*****Asst. General Manager: Head Financial Reporting & Compliance****Key Deliverables:**

- ⇨ Ensuring monthly closures on timely basis along with compliance to all reporting requirements with correct provisioning
- ⇨ Control in respect of Direct & Indirect Tax Obligations, Risks & Opportunities by implementing and maintaining Tax Control Framework in line with Govt Policies, Regulations, Act & Rules.
- ⇨ Enhance Internal Control & Compliance Environment by tracking & reporting Key Risks and Compliances and act as change catalyst to promote better Corporate Governance standards. Update & mitigation of Compliances as per Compliance framework and Risks as per Risk Register.
- ⇨ Appearance before Government authorities and presentation of the facts of the case in the best interest of the Organization. Ensure to adhere to timelines and framework.
- ⇨ Vendor Management, Vendor Negotiation and Commercial Activities.
- ⇨ Supplementing the transition of the Circle transactional processes into Shared Services efficiently
- ⇨ Effective Compliance of the Governance norms thru efficient implementation of P&P, Accounting Policies and ASAP
- ⇨ Implement compliance Tracker - Financial Controls and Risk Management. No adverse observation in the Internal Audit and Systems Audit Ratings
- ⇨ Identifying cost optimization ideas and implement every half year
- ⇨ Coordinating with statutory, tax and internal auditors to ensure timely completion of audit with least number of observations.
- ⇨ Take care of all Forex transactions and booking of Recognized/Un-recognized Forex Gain/Loss
- ⇨ Enhance Shareholder value: Monitor Assets and ensure effective control thru compliance and review: CWIP > 90 days NIL, Provision for Capitalization > 180 days NIL, Capital advance > 180 days NIL, Un recorded liability from vendor Reconciliations > 60 days NIL
- ⇨ Effective Management of Working Capital: Effective Management of Debtors and Advances: Roaming, IUC, Site sharing and Subscriber Outstanding with 120 days and Advances to Suppliers within 90 days
- ⇨ Maximizing Profitability: Monitor Cost and identify avenues for cost optimization and reduction and effectively implement the agreed measures

- ⇨ Evaluation of Commercial Risk: Evaluation of all contracts impacting the circle/region & maintenance of record of review done of contract during the month.
- ⇨ Driving and ensuring highest standards of compliance along with evaluation of Commercial Risk. Ensure Organization is prepared to face current necessities of IFRS readiness and ensure high standards of automation in our business process.
- ⇨ Handling Direct and Indirect taxation including Service Tax, TDS, Income tax, VAT and CST. Taking care of reconciliation, payments and returns. Also litigations and all matters related to Taxation. Timely input credits on Custom and Service tax
- ⇨ Closing of Accounts: Review of Balance sheet controls and schedules and drive compliance thru review procedures including design of action plan and monitoring implementation progress.
- ⇨ Aligns Strategies and Systems, Achieving Results and Building & Nurturing Partnerships: Understanding the strength and development needs of self & team members and thereby undertake training and development plans to convert area of improvement into strengths.
- ⇨ Drive Automation of Process to reduce Manual intervention. Document SOP for standardization of work flows.

**Key Achievements:**

- ✓ Cash savings of 68 MN INR for Service Tax Credit inputs
- ✓ EBITDA savings of 60 MN towards Cost control implementation
- ✓ Closure of old taxation, AGR and GL disputes
- ✓ Implementation of Financial Reporting and Balance Sheet Monthly reviews
- ✓ Successful migration of AP, AR, FA, GL to Shared Services Gurgaon

**May'07-Jul'11: Bharti Airtel Limited**

**May'10 Ju'11: Bharti Airtel Limited, Gurgaon**

**Senior Manager Finance (Head Financial Reporting & Analysis); IJP**

**Key Deliverables:**

- ⇨ Ensuring monthly closures on timely basis along with compliance to all reporting requirements.
- ⇨ Handling all Direct and Indirect taxation including Service Tax, TDS, Income tax, VAT and CST. Taking care of reconciliation, payments and returns. Also litigations and all matters related to Taxation. Timely input credits on Custom and Service tax.
- ⇨ Control in respect of Direct & Indirect Tax Obligations, Risks & Opportunities by implementing and maintaining Tax Control Framework in line with Govt Policies, Regulations, Act & Rules.
- ⇨ Enhance Internal Control & Compliance Environment by tracking & reporting Key Risks and Compliances and act as change catalyst to promote better Corporate Governance standards. Update & mitigation of Compliances as per Compliance framework and Risks as per Risk Register.
- ⇨ Appearance before Government authorities and presentation of the facts of the case in the best interest of the Organization. Ensure to adhere to timelines and framework.
- ⇨ Handling Fixed Asset Management (proper capitalization, P.V monitoring along with various reconciliation), AR Management, Channel Accounting, Operations, General Expense Accounting including advance scrutiny along with various expenses accounting for network, CSD, sales & marketing, general administration, service marketing, etc.
- ⇨ Reviewing of Fund Management, Bank Reconciliation, Cash Flow Management, huge database of Debtors and Vendors Management within the corporate accounting guidelines.
- ⇨ Take care of all Forex transactions and booking of Recognized/Un-recognized Forex Gain/Loss
- ⇨ Monitoring Expense Management for sites with their proper provisioning, control & settlements proper deduction and deposits of various TDS, PF, etc. along with due filing of returns.
- ⇨ Assessing indirect taxation part at circle level, which includes sales tax assessments, CENVAT & service tax availed and utilized.
- ⇨ Taking initiative in various automations, six sigma projects, etc.
- ⇨ Performing GL reconciliation, FRA function in terms of timelines & qualitative reporting and maintaining healthy Fiscal, KVI, BSR rating.
- ⇨ Adhering to FRA calendar along with proper reviews and overseeing internal, external, special audits or any other critical review.

**Key Achievements:**

- ✓ EBITDA achievement of around 120 MN toward Provision corrections
- ✓ Network Compliance project implementation.

**Sep'09 May'10: Bharti Airtel Limited, Bihar**

**Senior Manager: Transferred through IJP as Head of Reporting**

**Key Deliverables:**

- ⇨ Ensured reconciliation of all key recons before books are closed apart, sub-module oracle reconciliation was in place, AGs / guidelines issued from time to time were properly adhered to and physical verification of Assets as per guidelines.
- ⇨ Oversaw accounting of expenses and ensured correct provisioning of expenses.
- ⇨ Coordinated with auditors so that the audited books were sent to MO as per timelines.
- ⇨ Resolved queries of auditors so that the books are closed with minimum / no qualification.
- ⇨ Generated pre-defined reports as per timelines agreed with MR function, along with some predefined data. Sent flash inputs on time.
- ⇨ Handled fixed assets accounting, reconciliation and Insurance Management.
- ⇨ Came up with mitigation plans for SVCCL non compliances so as to ensure adequate control mechanism was in place for effective fiscal governance.

**Key Achievements:**

- ✓ Closure of old Insurance claims to the tune of 22 MN



- ✓ Successful migration of AP, AR, FA, GL to Shared Services Gurgaon
- ✓ Reconciliation & collection of old IUC dues pertaining to BSNL.

***May'07-Aug'09: Manager: Bharti Airtel Limited, Assam***

***Nov'08-Aug'09: Transferred to Taxation Reporting and Compliances as Vertical Head (Assam and North East Circles).***

***Key Deliverables:***

- ⇨ Managed Direct Taxation: TDS, FBT, Audits & Assessments, License Fee Calculation, AGR Audit and Indirect Taxation: Service Tax, VAT, CST, WCT & Entry Tax.
- ⇨ Adhered to Statutory Compliances: Caro, PF, ESI, Regulatory Compliance, DTR Schedules, OTC, PFO & CEO Certification.
- ⇨ Ensured free flow of material to all NE states.

***Key Achievements:***

- ✓ Closure of C-Forms and F-Forms for 3 years, Old pending assessments, all old pending cases closed
- ✓ Streamlining of all taxation activities for 7 states of North East.
- ✓ Green Belt project in Tax Compliances and system bases implementation and pan India replication.

***Apr'08-Oct'08: Transferred to Financial Reporting & Compliance department as Head of Payables (Assam and North East States).***

***Key Deliverables:***

- ⇨ Handled Vendor & Employee Accounting, Account Reconciliation and No Due Certificate.
- ⇨ Looked after Cash and Bank Accounting.
- ⇨ Performing cross functions: Gave relevant reports to the various cross functions team as per TAT & SLA.
- ⇨ Paid due attention to development of team members.

***Key Achievements:***

- ✓ Automation of all Payments through E-Net.
- ✓ Updating of Vendor Master end to end.
- ✓ Set in the process of Quarterly Vendor reconciliation.

***May'07-Mar'08: Head of Risk, Control & Compliance Management***

***Key Deliverables:***

- ⇨ Assessed & reported business risks.
- ⇨ Enhanced internal control & compliance environment.
- ⇨ Tracked & Reported of key risk and compliances.
- ⇨ Improved overall ICE scores of the circle as Spoc of audit and adhered to audit process.
- ⇨ Reviewed processes to ensure compliance & adherence to company policies.
- ⇨ Acted as change catalyst to promote better corporate governance standards.
- ⇨ Ensured DOA compliance.

***Key Achievements:***

- ✓ Delegation of Authority and Project on Compliance of East Hub Circles.
- ✓ Organized training on DOA Cross Functions from time to time and implementation of online DOA.
- ✓ Set in the process for monthly checklist for Compliances across Circles.
- ✓ Pan India Rank II amongst Circles in Risk Register Compliances.

***Aug'03-May'07: Assam Roofing Limited, Guwahati***

***Senior Manager (Finance, Head - Finance, Accounts & Commercial)***

***Key Deliverables:***

- ⇨ Head of Finance, Accounts & Commercial
- ⇨ Managed budgeting & control
- ⇨ Analysed cost sheet & cost cutting measures.
- ⇨ Oversaw Working Capital Management & Procurement of Bank Finance
- ⇨ Negotiated with Banks for Interest rate and Bank charges.
- ⇨ Prepared project reports, oversaw project finance and project accounting.
- ⇨ Upheld Corporate Governance Standards and Tax Compliances.
- ⇨ Adhered to system & procedure, checks & balances.
- ⇨ Handled account supervision, finalizations and bank finance for PDP Steels Ltd., North East Roofing Pvt. Ltd. & Kamakhya Plastics Pvt. Ltd. (Group Companies).

***Key Achievements:***

- ✓ Preparation of Project Report on New Companies and Negotiation with Bank for Term Loan & Working Capital Finance (Achieved reduction of Interest 2.5% & bank charge by more than 75%)
- ✓ Automation of manual processes to system based.

***Aug'01-Jul'03: Vinay Cements Limited, Guwahati***

***Deputy Manager: Finance & Accounts***

***Key Deliverables:***

- ⇨ Managed Working Capital Financing
- ⇨ Visited HO and Plant on monthly basis for cross checking of their accounts.
- ⇨ Undertook HO reporting.
- ⇨ Preparation & presentation of Monthly Cost Sheet to Management
- ⇨ Set in the process of Regular BRS, Creditors' and Debtors' Reconciliation
- ⇨ Day to day accounting review for Factory and Head Office
- ⇨ Monthly visits to Factory for Balance Sheet review

⇨ Reconciliation of Excise Registers and preparation of Tax returns

**Key Achievements:**

- ✓ Closure of old BRS, Creditors' and Debtors' Reconciliation
- ✓ Inter Company and Inter Branch Accounting

***Jul'99-Jul'01: Terai Tea Company Ltd., Moscow, Russia***

**Representative Head of the Company at Russia.**

**Key Deliverables:**

- ⇨ Supervised accounts & finance activities.
- ⇨ Co-ordinated sales operations.
- ⇨ Handled Foreign L/C.
- ⇨ Liaisoned with leading Business Houses, Banks & Financial Institutions.
- ⇨ Involved in Warehouse Management and Inventory Control.

***Jan'98-Jul'99: Terai Tea Company Ltd., Siliguri & Kolkata***

**Executive (Finance & Accounts for Agarwala Group Consisting of Terai Tea Company Ltd. as well as 5 other Tea Companies)**

**Key Deliverables:**

- ⇨ Involved in Internal Audit for 5 tea gardens Audit Supervision, Finance Management & Working Capital Management, Stores Accounting & Inventory Control.
- ⇨ Monitored Physical verifications.
- ⇨ Executed commercial activities: procurement & purchase functions.
- ⇨ Managed day to day accounts supervision & balance sheet finalization.
- ⇨ Undertook Quarterly Accounts Finalization.
- ⇨ Emphasized on SEBI guidelines, statutory compliances & other compliances.
- ⇨ Prepared and presented cost sheet to Director.

**Key Achievements:**

- ✓ Monthly process for BRS, Creditors' and Debtors' Reconciliation
- ✓ Inter Company and Inter Branch Accounting
- ✓ Monthly visits to Tea Gardens for Internal Checks and Controls.

**Trainings**

- ⇨ Attended Winning Attitude for Successful Professionals Training by Dr. Sanjay Saluja.
- ⇨ Graduated for Future Leader Training Programme from Harvard University
- ⇨ Risk Management, Governance & Compliance Summit organized by Deloitte.
- ⇨ Feedback & Coaching Skills by Wing Commander V.V. Murthy.
- ⇨ Time Management.
- ⇨ Competency Training.
- ⇨ Training on Information Security.
- ⇨ National Academy of Leadership & Administration organized by Indian Junior Chamber (IJC).

**Professional Enhancements**

- ⇨ I2I (Ideas to Impact) Star Award 2<sup>nd</sup> best in Pan India in Aircel for saving of INR 68 Mn.
- ⇨ Best Finance Employee in Bharti for two months consequently
- ⇨ Member of Junior Chamber International from 1985 till 1993
- ⇨ Held office of Chapter President.
- ⇨ Graduated as State Trainer.
- ⇨ Diploma in NALADA & won National Award.
- ⇨ Received National Silver Medal in Quizzing.
- ⇨ Worked in Tally, Oracle, SAP, FOCUS, CCMS, POS, BI
- ⇨ Regular Marathoner 10k

**Personal Dossier**

Date of Birth: 3<sup>rd</sup> April, 1970  
Present Address: 2004, Manjeera Trinity Homes, KPHB Phase 3, Hyderabad 500072, Telangana  
Native: Narayan Paper Agency, Naya Bazar, Siliguri-734005, West Bengal.  
Origination: Rajasthan  
Family: Spouse Sunita: B.Com Graduate from Darjeeling.  
One Child Prateek: Pursuing CA Finals, Loyola College B.Com (Hons), CBSE X: 10 CGPA, XII: 96%, Grand Master in Abacus, Completed CMA Finals.

**Other Information**

Notice Period: Immediate Joinee  
Last CTC: 48 LPA (Bonus 2 LPA)  
Industry Preference: Any Industry (GM/VP/Director: Financial Controller/CFO)  
Location Preference: First Preference Hyderabad, else any Metro  
Reference: Available on request