

Hareesh Narayanan

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PROFESSIONAL SUMMARY

A finance professional with more than eight years of experience in the following areas: accounting, audit, payroll management, budget forecast, reconciliation of bank, accounts payable and receivable, debtor/creditors follow-up, credit assessment, ensure timely payments, taxes and tax return preparation, analysis of credit and risk, invoicing, VAT return preparation and filing, expense management, financial statement generation, AML/CFT, multicurrency management. All these experiences come from a variety of sectors, including manufacturing, healthcare, foreign exchange, chartered accountant firm, hospitality, banking, flight catering, hotels and restaurants.

Lead the team towards planning, budgeting, execution and reporting of accounts and audits. Managed daily operations of finance including gathering, analyzing, and evaluating corporate documents on scheduled and timely manner. Executed the optimization of audit and accounting ERP software to produce effective outcomes.

OBJECTIVE

To employ my knowledge and experience with the intention of securing a professional career where I can contribute my eight years of experience and skills to help the company growth and create efficient procedures.

EDUCATION

MBA in Finance

Specialization: Finance

Indira Gandhi National Open University (IGNOU Regular), Kerala, India. 2009 –2011.

Bachelor of Commerce (B Com).

Specialization: Commerce and Computer application

Mahatma Gandhi University, Kerala, India. 2006-2009.

EXPERIENCES

ASSISTANT MANGER

RAVENBECK LATEX AND SURGICALS (P) LTD.

JUN 2022 - FEB 2023

Ravenbeck Security India Limited, Ravenbeck Latex and Surgicals Private Limited and Ravenbeck telecommunications.

Job Responsibility

- Ensure the financial records are accurate, in line with accounting policies, and prepared for reporting in accordance with management and federal standards. Assist and coordinate external and legal audits.
- Prepare a precise VAT return and submit it to the appropriate authorities within the scheduled period. Prepare the work processes are implemented in accordance with the designed audit framework and in accordance with the defined procedures and standards.
- Identify the organization's financial risk and make prompt recommendations to lower the contingency risk. Check the company's month-end closing process, daily stock levels, financial transactions, invoices, and payments.
- Identify ways to reduce costs, increase profitability, payroll management, evaluate the effectiveness and productivity of internal employees, and suggest ideas for improvement. Make sure that production management is effective in the utilization of resources and control over operations.
- Carrying out banking transaction reconciliation. Examining financial data to find any irregularities that may exist.
- Evaluate the organization's rules, practices, SOPs, and instructions to ensure that work is done in a controlled and consistent manner.
- Provide reports to the board of directors on issues pertaining to audit assignments, follow-up reports, investigations, suggestions for improvement, risk advisory work, and any other ad hoc operations. Analysis and deliver results to the management in the form of audit reports and presentations to management. Carrying out any additional tasks that are necessary to meet the needs of the business.

Trust Exchange Co. WLL.(Doha), Lulu Forex Private Limited (India), Pearl Data Direct Private Limited(India), Tablez India Private Limited(India),Toys R us Private Limited(India), Go Sports(India), Galito's and Blooms Burry(India).

Job Responsibility

- Prepare and execute risk-based internal audits for the branch and departments in compliance with regulatory AML/CFT and perform in adherence to company policies, processes, standards and structures. Reports will be prepared as per the board approved Internal Audit plan and submitted the audit report to the BOD in the audit committee.
- Ensuring attainment of the audit plan conducted as per the audit methodology, quality standards, AML/CFT rules, against defined audit objectives, criteria, and scope within the approved audit program.
- Plan and verify stock and cash on a regular schedule. Furthermore, perform unexpected checks in various organizational branches and departments.
- Validate, compile, and provide confirmation to the accounts department for the VAT return. Conduct regular general ledger examination and, if necessary, suggest revisions or corrections based on the results.
- Facilitate support to other country auditors for analysis of transactions using Tableau.
- Generate, assign, and carry out assigned tasks audit plan. Prepare audit reports in audit grading system software (Pentana Audit) ascertain correct audit procedures to be carried out, clarity of the findings and compliance with the laws and immediate reporting of any areas of concern or risk to BOD. Reviewing, obtaining auditee acknowledgement and commitment to action any audit findings with the auditee.
- Review the policies and procedures for strengthening the internal controls of audit and another department.
- Review the Chart of Accounts on audit and suggest changes as needed to keep it consistent with the financial statement.
- Reporting audit trend and individual high risk audit concerns is prepared and submitted at the end of every month. It includes potential cases of misappropriation, misconduct and fraud and generating a report, via the audit grading system software, based on objective, independently verifiable evidence.
- Ensure that all of the invoices booked as per the regulatory compliance by routinely checking of tax invoices.
- Establish annual audit plans, budgets and obtain BOD/CEO approval for them.
- Verify bank reconciliation and provide balance confirmation to banks and creditors.
- Liaison with external auditors and facilitate external audits as necessary.
- Perform departmental audits for sister concerns of Lulu Financial holdings.
- Maintain records of historic audit reports up to five years to provide insight on past audit activities and findings, and ensure all records are kept up to date as per the company standards.

SENIOR EXECUTIVE AUDITOR-**MUTHOOT HOUSING FINANCE CO. LIMITED****NOV 2015 - JAN 2017****Job Responsibility**

- Create yearly and monthly audit plans in accordance with management and legal standards. Ensure that the work processes are implemented in accordance with the intended ethical perspective and the established procedures and standards. Also, prepare efficient and accurate audit reports.
- Prepare reports after assessing financial documents for accuracy and compliance with federal rules. Determine the organization's financial risk and make suggestions to lower it.
- Check the company's financial transactions, invoices, and payments. Complete banking transaction reconciliation. Ensure the utilization of resources and maintains operational control. Make suggestions for improvement while evaluating the effectiveness and productivity of internal workers and looking for methods to reduce expenses and increase profitability.
- Evaluate the organization's rules, practices, SOPs, and instructions to ensure that work is done in a controlled and consistent manner. Examining financial data to find any irregularities
- Keep track of payments, customer connections, compliance, follow-ups, branch interest collections, and NPA. Assess the creditworthiness of the clients to forecast risks, and develop credit scoring models for credit department.
- Verify all lending practices adhere to rules. Create, examine, and update the company's credit policies in accordance with the needs.
- Maintain records as per the management and legal requirements.

SENIOR EXECUTIVE ACCOUNTS AND INTERNAL AUDIT CASINO AIR CATERERS AND FLIGHT SERVICES (CAFS)

DEC 2013 - NOV 2015.

Casino Air Caterers and Flight Services(CAFS), Earth Lounge in Terminal 1 and Terminal 3, Curry Tree, Firefly Lounge Bar, Golf club cafeteria

Job Responsibility

- Verify monthly food costs, price matrices, menu rotations, menu quotation matrices, and any other key data within the invoices of customers. Validate, compile, and provide confirmation to the accounts department for the VAT return.
- Examining inventory-related invoices in detail to ensure accuracy and timely execution, accompanies for the Mangalore branch project's finalization of all accounts.
- Led the ERP software automation process new version implementation process for head office and sub-business units.
- Verify and ensure documents are dispatched to the stakeholders either electronically or in physical copy.
- Physical verification of closing stocks in store and in each department on a monthly basis.
- Verify Value Added Tax Returns: Calculation of all branches, verification, and filing. Ensuring the timely update of standard costs of inventory-related items and all direct cost elements.
- Verify reconciliations, including bank Reconciliations and analyses post information for assigned accounting activities into the ledger.
- Ensuring all the reports received from different businesses have been processed and sent accurately on time.
- MIS reports are analyzed, and provided for planning, controlling, and decision-making.
- Verify the month-end and year-end closure of financial books of business units to ensure smooth function of business in timely manner.

SENIOR EXECUTIVE ACCOUNTS -

OLIVE NEST PRIVET LTD

JUN 2013 - NOV 2013

Job Responsibility

- Management reporting, billing, operation control, Credit collection, Purchase control, Waste management etc..
- Ensuring the accuracy of financial documents, as well as they are in compliance with relevant laws and regulations
- Preparing and maintaining important financial reports and documenting financial transactions.
- Preparing and filing VAT returns and ensuring that taxes are paid properly on time
- Evaluating financial operations to resolve any discrepancies and irregularities. Also, identify issues, strategize solutions and recommend best practices to help organizations run efficiently.
- Offering guidance on cost reduction, revenue enhancement, and profit maximization.
- Conduct the risk analysis and forecasting to reduce the organizational risk.
- Monitoring the efficiency of existing accounting procedures and ensuring it comply with the government regulations.
- Verify monthly food costs, price matrices, menu rotations, menu quotation matrices, and any other key data within the invoices of customers, reviewing and presenting budgets.
- Review and reconcile financial documents, statements and various transactions.
- Cooperating with external auditors for audit.
- Providing guidance on revenue enhancement, cost reduction and profit maximization.
- Preparing and analyzing financial statements like cash flow statement, balance sheet , profit and loss statement, and Submitting VAT returns

AUDIT EXECUTIVE

SAJU& CO. (CA)

NOV 2012 - JUN 2013

- Prepare a precise VAT return and submit it to the appropriate authorities as per the scheduled period (monthly and annually). Audit the Value Added Tax (VAT) returns calculation for different business and help in filing the accurate returns to the regulators as per the scheduled time. Stock Audit, Branch Audit and Annual Tax return filing.

CERTIFICATION

- **International standard for information security ISO 27001:2013 Lead auditor certification:-**
Information Security Management System (ISMS), from TUV Nord (Chartered Quality Institute [CQI] and International Register of Certificated Auditors [IRCA])(No. 3530143002r).

- **Diploma in Computerized Financial Accounting (Tally)**, (Jun.05 to Feb. 05).
- **Advanced AML Compliance Essentials**, 23rd November 2021(Approved by CGSS and CAMS).
- Completed certified courses under Global Learning and Development Academy on Risk Management and Employee's Role in Managing Risk.

SKILLS

Computer Knowledge: -Tableau, Quickbooks, Pentana audit, Access, Excellent in Excel, MS Word, PowerPoint, Microsoft Dynamics AX, Office 365, YOM(Lulu ERP), Kastle, Hot soft/ FKMS (CAFS ERP.), Tally, VB, and C.

Soft skills:- People-oriented person and team player, Strong interpersonal skills, Proactive and results oriented, Analytical skills, open to learning from feedback. Excellent knowledge in legal and VAT, Strong understanding of accounting theory and bookkeeping. HACCP food standards and ISO quality assurance implementation. Good analytical, execution, problem solving and decision-making skills. Good command of written and spoken English. Strong knowledge of corporate finance and other accounting theory, principles and practices Ability to cope with pressure in a positive manner Strong technical skills and abilities to work under pressure with reputation of unwavering accuracy, credibility and integrity.

Languages known: - English, Malayalam, Hindi, and Tamil

TRAININGS

- Code of Conduct- Internal Audit.
- Anti-money laundering & Counter Financing of Terrorism(AML/CFT),
- AML and CFT-H2,2021 Qatar
- Targeted Financial Sanctions(TFS)-Qatar
- Branch Opening Closing procedure-Bahrain
- Successfully completed Basis of Computers Certificate Number 613037168

PERSONAL INFORMATION

Visa status :- 201/2023/11400185038 (Visit Visa)

Passport Number :- V4008380

Passport Expiry :- 01/11/2031

Address :- Nellimattathil House, Asamannoor P O, Ernakulam District, Kerala, India, PIN-683549

REFERENCES

Reference please visit:- <http://www.linkedin.com/in/hareeshnn>