

## **Arun Kumar S**

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### **OBJECTIVES**

- To maximize the value of the firm.
- To work in a more professional and challenging working Environment.
- To contribute accumulated knowledge and experience to business.

### **PROFESSIONAL EXPERIENCES:**

**05/2018 to Cont..:**      ***Manager - Finance & Accounts***  
***Sreedhareeyam Ayurvedic Eye Hospital & Research Centre P Ltd, Cochin***  
***Line of Business: Hospital Service -Ayurvedic Eye & General Treatments,***  
***Laboratory Service, Pharmacy, Optical Shop, R&D Etc...***

#### **Main duties:**

Reporting to CEO

- Responsible for financial and management functions including the review of systems of internal controls and financial procedures
- Monitoring Cash, Bank and Inter Company Reconciliation.
- Preparation of Monthly Management Reports -profitability statement, MIS Report.
- Budget Preparation and Variance analysis.
- Monitor – Purchase, Sales, and Revenues on weekly and monthly basis.
- Receivables and Payables monitor Ageing Reports.
- Monitor Daily, Weekly and Monthly Revenue, Variance Analysis with Budgeted Revenue.
- Statutory Obligation - GST, TDS payments & Return Filing.
- Finalization with Statutory Auditors.
- Liaisoning with Statutory Auditors, Internal & Interim Auditors, Banks and other Delegates.

#### **Achievement:**

- Set up finance and accounting report system
- Set up internal financial control procedures

**02/2015 to 04/2018:**      ***Assistant Manager Finance***  
***Malayalam Group- Malayalam Automobiles Pvt Ltd***  
***Line of Business: Dealers of Ford, Honda & Ashok Leyland (LCV)***

#### **Main duties:**

Report to Group Accounts Manager

Supervise staffs 08: Accounting, Finance & MIS Reporting.

- Responsible for financial and management functions including the review of systems of internal controls and financial procedures
- Treasury & Working Capital Management, Fund Transfer Arrangement.
- Plan and control of expenditures and financial results, Daily Fund Management
- Analysis of Receivables & Payables, Liquidity, MIS Reporting.

- Monitoring – Bank, Stock Reconciliation.
- Long Term & Short Term Funding with Bank & Financial Institutions.
- Statutory Responsibility - Monitoring & Filing of Service Tax, VAT /GST Return, TDS return & Filing
- Liaisoning with Statutory Auditors with Financials.
- Manage the accounting system including accounts payable, accounts receivable, general ledger, inventory, cash flow projection, credit and corrections to contribute to overall financial and performance results. Ensure compliance with corporate, local statutory requirement through appropriate record keeping.
- Liaise with bankers, auditors, tax agents, legal consultants and statutory bodies.

**Reason for leaving:**

- Windup the organization.

**07/2010 to 07/2014:**

***Senior Accountant Cum Payroll Manager***

***Al Mulla & Behbehani Motor Company WLL, Kuwait***

***Line of Business : Dealer of Chrysler, Dodge, Jeep, RAM, Fiat***

**Main duties:**

Report to AGM Finance

- Financial report and analysis- Fund Flow, Creditors & Debtors Aging, Liquidity
- Making income bridge, expense bridge between actual and budget
- Cash management, Cash Office Management
- Reconciliation – Banks, Group Company Accounts, Cash, Credit Card, Creditors.
- Invoice posting and accounting.
- Payroll processing of Regular Staffs- Record Attendance, Social Security payments
- Monitor salary system and Submitting Payroll records, reporting to Ministry of Labour, Kuwait
- Managing accounting activities of branches

**Achievement:**

- Reorganize accounting dept.
- Recognize Payroll Process

**01/2008 – 01/2010:**

***Senior Accountant***

***Lulu International Group – Abu Dhabi, UAE.***

***Line of Business: Financial Services, Hypermarket etc..***

**Main duties:**

Report to Finance Manager

- Reconciliation –banks, Inter company, Vendor Accounts, Gift Vouchers
- Follow income bridge, Expense Bridge between actual and budget.
- Verification – Branch Expenses, Daily Accounts- receivables & Payables.
- Preparation of Payments to related Parties – Creditors, Sister Concerns etc.
- Monthly Analysis - Profitability, Fund Flow/Cash Flow Position, and Cash Management.
- Make business correspondence with suppliers and customers
- Assistant to Finance Manager in banking transactions
- Deal with Banks, Government Authorities, External and Internal auditors.

**Achievement:**

- Build up Branch Co-ordination - regard to Customer Issues

**Reason for leaving:**

- To have a more challenging and fulfilling job in Finance and Accounting.

**11/2005 – 06/2007:**

***Operations Officer***

***UAE Exchange & Financial Services Ltd***

***Line of business: Money Transfer, Forex, Air Ticketing, Gold Loan***

**Main duties:**

Report to Department Head

- Controlling Branch Operations, Settling overdue accounts.
- Branch Auditing, Preparing Audit reports to Audit Head
- Preparing MIS Reports to Management
- Monitoring Business Level and performance of branches.
- Providing support services to branch and customers.

**Achievement:**

- Build up reporting system for branches and apply concurrent audit

**11/2004 – 11/2005:**

***Accounts & Audit Executive***

***Varma & Varma Chartered Accountants & KC Tharu & Co***

**Main duties:**

Report to Partner in Charge

- Concurrent & Statutory Audit of Banks – ICICI Bank, Federal Bank, Kotak Mahindra Bank, Vijaya Bank.
- Preparation of Statement of Accounts – Firms & Individuals
- Preparation of Audit Reports , Audit rating of Banks
- Other Tax, Audit & Accounting assignments.

**Reason for leaving:**

- To have a more challenging job in Auditing & Operation.

**LANGUAGE**

English / Malayalam / Hindi

**PC SKILL**

MS Office (Word, Excel, Power Point, Access)  
Accounting software/ERP: SAP, Kerridge, Tally

**EDUCATION**

1997-1999	Pre Degree (Commerce) – Govt College Tripunithura, M G University
1999-2002	B Com - Govt College Tripunithura, Mahatma Gandhi University
2002-2004	MBA Finance - Govt College Tripunithura, Mahatma Gandhi University

**PERSONAL INFORMATION**

Marital status	Married
DOB	26th July, 1981
Passport Details	No: T8852738, Validity: 13/08/2029
Residential Address	Sreepadam, Tomichan Antony Memorial Road, KRA H No14, Valiyakulam, Udayamperoor PO, Tripunithura, Ernakulam, Kerala- 682307, India.

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