



FINANCE PROFESSIONAL WITH **20+** YEARS OF EXPERIENCE



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Mahooz, Kingdom of Bahrain

ABOUT ME

- **C**andidate with more than 20+ years of professional experience in the field of **FINANCE & ACCOUNTING**
- **A** dynamic and dedicated employee having the same track record in the past.
- **A** very well experienced person in General Company accounting and VAT implementation processes
- **A** very fast learner of new things and new technology

PROFESSIONAL SKILLS

- VAT Consultant
- Trainer – Accounting & Finance
- Management Accounting
- Inventory Management
- Receivables & Payables Management
- Export & Import documentation
- Financial Analysis & Reporting
- Audit Support
- Payroll Processing
- Credit Control

IT SKILLS

- Tally ERP 9
- Peachtree
- Focus
- MS Office
 - Word
 - Escel
 - Powerpoint

LATHA KRISHNAMOORTHI

WORK EXPERIENCE

Freelance

Sep 2019 - Present

FREELANCE VAT CONSULTANT

working as a Freelance VAT consultant. Working for many companies on their VAT related works.

Key Responsibilities

- VAT Impact Analysis
- VAT Registration process for companies
- VAT Implementation
- VAT Impact & Implementation Reports
- VAT Health Check up
- VAT Returns filing

Manager

VAT Consultancy

Aug 2018 - Sep 2019

AJMS-AL ATHEER CONSULTANCY, BAHRAIN

worked as Manager VAT consultancy and Implementation with AJMS International Consultancy, a Dubai based Consultancy Company who started their office in Bahrain recently.

Key Responsibilities

- VAT Impact Analysis
- VAT Registration process for companies
- VAT Implementation
- VAT Impact & Implementation Reports
- VAT Health Check up
- VAT Returns filing

Some of the Companies Handled for VAT

- | | |
|----------------------------|---------------------------------|
| ■ Al Jazira Supermarket | ■ Hanaro Super Market |
| ■ LIC international | ■ Al Mannai Trading |
| ■ Al salam Gas | ■ Gulf House Engineering |
| ■ Al Anwar Discount Center | ■ EWAN |
| ■ Decover | ■ PO Sanad |
| ■ BMDS | ■ Hot Brands (Restaurants) |
| ■ Ali Yusuf and Ali Reza | ■ Sunny Vale Trading |
| ■ Al Bait Furnishing | ■ Bahrain Carpet Center |
| ■ Aradous Hotel | ■ IBIS Hotel and many more..... |

Manager Accounts & In-House Trainer

Sep 2012 - Aug 2018

MARVEL MANAGEMENT TRAINING INSTITUTE, BAHRAIN

worked as Accounts Manager and Trainer for Finance related subjects like Tally, Finance for Non-Finance and Basic Accounting

Key Responsibilities

- Providing timely and required information to the Management for appropriate decision making.
- Maintaining records like Inward and Outward Registers, Receipts, Payments and Journal Vouchers.
- Liaison with Banks and other Financial Institutions.
- Provide information to auditors on procedures and policies and explain nuances of the business.
- Preparation of schedules and supporting documents for audit purposes.
- Complete TAMKEEN and other government- related departments co-ordination.
- HR related activities.
- Training delivered for
 - Finance for Non-Financial Person,
 - Basic Accounting and
 - Tally

LATHA KRISHNAMOORTHY

FINANCE PROFESSIONAL
WITH **20+** YEARS
OF EXPERIENCE

EDUCATION

B. Com

Bachelor of Commerce
University of Madras 1994

ICWAI - Intermediate

Institute of Cost Accountants of India
Kolkata – 1996

PGDM

Post Graduate Diploma in Management
University of Madras – 2001

CMA

Certified Management Accountant
Institute of Management Accountants
USA (Preparing for Exam)

DCA

Diploma in Computer Appliances
Shramik Vidyapeeth – Chennai 1996

DRIVING LICENCE

Holding a valid
Bahrain Driving License

REFERENCE

Mr RAMPRASAD
Manager
Ahli United Bank
+973 32229816

Mr GANESH KAPALI
Manager
Al Jazeera Super Market
+973 39981403

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+ 973 32210350, 32210315

Email:
lathaspb@gmail.com

WORK EXPERIENCE

Finance Analyst
Oct 2006 - June 2012

ENOC INTERNATIONAL SALES
DUBAI, UNITED ARAB EMIRATES

Emirates National Oil Company (ENOC) is one of the leading companies in Aviation, Lubes and Chemicals trading with its Corporate Office in Dubai, UAE and a turnover of more than US \$ 1 Billion. ENOC is effectively wholly owned by the Investment Corporation of Dubai (ICD), an entity wholly owned by the Government of Dubai.

Key Responsibilities

1 - Accounts Receivable

- Preparing Bi-monthly Aviation Invoices for all locations.
- Providing the aviation sales team with the customers statement of account at the end of every month.
- Responsible of all receipts booking and the applications on daily basis.
- Preparing a periodic aging schedule for unapplied receipts, on-account receipts and unidentified receipts.
- Prepare debit and credit notes to inter-companies for the expenses, interest income, hedge gain etc.
- Recognizing all the un- identified receipts and circulating a list of them to the respective divisions.

2 - Accounts Payable

- Responsible to log in all suppliers' invoices in Oracle on daily basis upon receiving and passing it on to the respective Finance officers.
- Booking all suppliers invoices related to the aviation division after checking the Prices, volumes and that all the information is available and follows up with the supplier in case of supporting is missing.
- Ensure all the invoices are booked in the A/P module with correct details before processing payments.
- Prepare payments for urgent requisitions on timely basis.
- Run the payment batch for all invoices due in the month.
- Responsible to handle discrepancies on supplier invoices.

3 - Audit

- Provide information to auditors on procedures and policies and explain nuances of the business.
- Preparation of schedules and supporting documents for audit purposes.

4 - Management accounting and reporting

- Preparation of Income statements for the Aviation divisions & additional analysis reports including graphs.
- Preparation of performance summary - detailed reports showing airport and customer wise break- up.
- AR aging report for the company and DSO calculation for the 3 divisions and graphs for all divisions.

5 - Treasury & Payroll

- Follow up and check daily bank statements and prepare the daily bank position report including all expected payments and receipts during the week and submitting it to the Finance Manager for review.
- Arranging the placement and the payment of excess funds with other inter-company.
- Follow up with the banks for day to day payments and transfers.
- Maintaining a list of Postdated cheques on hand and the timely deposit of them.
- Treasury Report - providing Letters of Credit (L/C s), Guarantees status.
- Responsible of preparing salaries and final settlements as per HR departments advice.

6 - Reconciliations

- Preparing reconciliation schedules for all the balance sheet items assigned on a monthly basis for review of the Finance Manager.
- Ensuring all the reconciliation items identified for the action upon are cleared in the next month.
- Responsible to prepare bank reconciliations of 12 banks.

7 - Commercial support

- Verification of bank guarantee, L/C s both at the draft stage and on receipt of and Originals advising corrections and/or amendments.
- Weekly Meetings with the division to discuss all matters related to receivables, L/C, guarantees and inventory.
- Handling Customer enquiries about statements of account, receipts etc.
- Verification and submission of documents against documentary LC.
- Tracking L/Cs and circulating a listing of L/Cs.

8 - Credit Control

- Aging report release every week with details of credit limit, guarantees and credit days for every customer in order to facilitate proper credit control.
- New customer creation.
- Generating the delivery report and updating the Statement of Accounts and sending the same to customers.
- Depending on the customers status, a notification is sent to the customer for maintaining sufficient balance.

9 - Fixed Assets

- Prepare Fixed Asset Schedule by MASS addition.
- Capitalize the Assets from CIP and from asset clearing account.
- Prepare a depreciation schedule

10 - Other functions

- Analysis of Financial Statements and ensuring adherence to GAAP.
- Preparation of Inventory reconciliation statements and ensuring proper Inventory Management.
- Preparation and Finalization of Financial statements and coordinating for consolidation.
- Submission of Compliance reports regarding Internal and Statutory audits.

LATHA KRISHNAMOORTHY

FINANCE PROFESSIONAL
WITH 20+ YEARS
OF EXPERIENCE

WORK EXPERIENCE

Accounts Officer
Apr 2000 - June 2006

ISIS EXPORTS (PVT) LTD, CHENNAI, INDIA

ISIS Exports (P) Limited is one of the leading Leather Export Companies with branches all over the State of Tamil Nadu and with its Corporate Office at Chennai, India.

Key Responsibilities

- Providing timely and required information to the Management for appropriate decision making
- Maintaining records like Inward and Outward Registers, Receipts, Payments and Journal Vouchers.
- Liaison with Banks and other Financial Institutions.
- Ensuring timely Finalization of Accounts and Filing the annual returns and compliance reports with Regulators.
- Inventory Management and Control.

Audit Assistant
Dec 1997 - Mar 2000

AIYER & JAIN CHARTED ACCOUNTANTS, CHENNAI, INDIA

Aiyar & Jain is a reputed firm of Chartered Accountants in Chennai that provides audit & consultancy services to a wide spectrum of corporate and non-corporate clients including Banks.

Key Responsibilities

- Office Administration.
- Advising and attending the clients with regard to finalization of Accounts.
- Preparation of Books of Accounts for small and medium sized enterprises.
- Coordinating the audit team to ensure proper

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