

READY TO JOIN IMMEDIATELY

CURRICULUM VITAE

SUNIL .N.MENON

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OBJECTIVE

To strive for a challenging job in a progressive organization, where I can contribute and build my professional career along with the growth of organization and to give the best of my experience and abilities.

INTRODUCTION

I would like to take the liberty of addressing this letter to you, as I am in search of a position with a reputed company / Group such as yours. Perhaps you may have an opening for a professional which suits to my calibre!

Having 15 years experience in Exim documentation, Purchase, Store, Accounts and Administration in India, U.A.E & Bahrain with reputed companies.

NATURE OF JOBS DONE

Since 2019 : M/S PRUDENT SOLUTIONS WLL, BAHRAIN
Position : ASSISTANT MANAGER- FINANCE AND ADMINISTRATION

JOB RESPONSIBILITIES

- Checking, verification & approval of bank payment vouchers & bank receipt vouchers.
- VAT Filing and assistance .
- Checking, verification and approval of monthly payroll
- Co-ordination with other branches, suppliers etc.
- Approval of local and foreign payments
- Approval of petty cash requests and Telex transfer Requests
- Checking and verification of purchase requisitions and Purchase Orders.
- Checking, verification and approval of monthly payroll of the Group
- Checking and approval of monthly stock reports and preparation of reports on Inventory items and project items
- Verification and monitoring of customer and suppliers statements.
- Approval of supplier-customer adjustments
- Approval of inter/intra company payments/adjustments.
- Monitoring and ensuring of activities to be completed for month closing
- Verification of Customs Bayan and assist logistics department
- MIS reporting on various projects.
- Monitoring and analysing the rent payments and standing instructions.
- Collection calls and/or correspondence in a fast paced goal oriented organization.
- Providing customer service regarding collection issues, process customer refunds, process and review account adjustments, resolve client discrepancies and short payments.
- Accountable for reducing delinquency for assigned accounts.
- Present analysis, findings, and recommendations to managers, especially findings that involve a borrower's ability to repay
- Keep up to date with the company's lending protocols
- Reconcile credit files and identify discrepancies and variances. Develop and prepare spreadsheets and models to support analysis of new and existing credit applications

2007 - 2019 : M/S EBRAHIM K.KANOO GROUP OF COMPANIES, BAHRAIN
Position : ASSISTANT MANAGER

Ebrahim K. Kanoo B.S.C.(c) name is synonymous with Bahrain's automotive sector, in particular the Toyota and Lexus brands which formed the platform for expansion in new Vehicle Sales, Service & Repair, and the Parts business. Ebrahim K. Kanoo Group of Companies are the sole import and authorized distributor of Toyota and Lexus vehicles and Spares in Bahrain.

JOB RESPONSIBILITIES

- Checking, verification & approval of bank payment vouchers.
- Checking, verification & approval of invoices entered by data entry clerks .
- Co-ordination with other branches, suppliers etc.
- Approval of on-line local and foreign payments
- Approval of petty cash requests, LC requests and Telex transfer Requests
- Processing and approval of LC applications through on-line
- Liase with banks and divisions on all LC and related matters.
- Approval of purchase requisitions and Purchase Orders.
- Comparison, analysis and report on General Purchase items
- Preparation and approval of monthly reports on Inventory items and non-inventory items
- Verification and monitoring of customer and suppliers statements.
- Approval of supplier-customer adjustments
- Approval of inter/intra company payments/adjustments.
- Monitoring and ensuring of activities to be completed for month closing
- Assist internal audit department and logistics department
- Assist Budget department and Fixed Assets team on monthly activities.
- Monitoring and analysing the rent payments and standing instructions.
- Approval and monitoring annual insurance premium of plant, machinery & vehicle.

MAJOR HIGHLIGHTS AND CONTRIBUTIONS

PROJECT REPORT FOR THE FULLY AUTOMATION PROCESS OF THE ACTIVITIES AND THERE BY REDUCTION OF MANUAL PAPER WORK. THE AUTOMATION PROCESS IS MEANT TO OVERRIDE THE CURRENT MANUAL PROCESS INCLUDING APPROVAL SYSTEM WHICH THE ORGANISATION IS FACING TIME LAG FOR EACH AND EVERY ACTIVITY WHICH AFFECTS THE SMOOTH FUNCTIONING OF THE DAILY OPERATIONS. THE REPORT WAS APPROVED AT THE TOP LEVEL AND THE IMPLEMENTATION STAGE IS SCHEDULED BY THE JAN 2019.

2003-2005 : National Food Products Co., Sharjah (UAE)

Position : BUDGETING, COSTING, LOGISTICS & INVENTORY ANALYST.

National Food Products GROUP is one of the leading FMCG in UAE which includes 7 companies-MILCO,ARLA FOODS ,NFPC Plastics, Oasis Drinking Water Factory etc and the organization having branches, subsidiaries and subdivisions in all the seven emirates in UAE and employs around 8000 people.

Job responsibilities

Costing & Budgeting

- ✓ Preparation of rolling financial forecast analysis with budget, actual and prior periods.
- ✓ Preparation of annual budgets and monthly cost center wise analysis and reporting of variances
- ✓ Managing budgets based on authority levels and limits and taking necessary actions to control and reduce cost.
- ✓ Support month-end closing by ensuring that all expenses and provisions are booked to appropriate Accounts.

- ✓ Preparation of monthly Management Accounts and performance measurement reports.
- ✓ Gathering budget proposals from departments and compilation of Master Budget.
- ✓ Implementation, Monitoring and Control of Budgets through timely reporting and meeting with departmental heads
- ✓ Preparation of variance analysis reports and investigating the reason for cost control purpose and to make recommendations
- ✓ Other reporting requirements as advised from time to time.

INVENTORY MANAGEMENT

- ✓ Preparation of Goods Inward Vouchers when the goods are received in the stores.
- ✓ Checking of GRVS brought by the salesmen with goods returned by them.
- ✓ Preparation of loading charts when the goods are loaded to van for delivery.
- ✓ Marking return of goods/goods not taken by salesman etc on loading charts.
- ✓ Preparation of vouchers for product given as FOCS
- ✓ Preparation of SDVs every week when the goods are damaged or expired when it was destroyed.
- ✓ Coordinating with Purchase/Accounts/Logistics depts.
- ✓ Identification of fast moving products and slow moving items
- ✓ Forecast supply and demand to prevent overstocking and running out-of-stock (OOS)
- ✓ Enter purchase details (vendors information, invoices and pricing) into internal databases
- ✓ Place orders to replenish merchandise as needed
- ✓ Track shipments and address any delays
- ✓ Oversee storage of products, particularly of fragile items
- ✓ Evaluate suppliers' offers and negotiate profitable deals
- ✓ Coordinate regular inventory audits
- ✓ Liaise with warehouse staff and other internal teams to test products' quality (status upon delivery and storage conditions)
- ✓ Keep updated inventory records (including daily shipments)
- ✓ Ensure purchases do not exceed budget
- ✓ Checking and maintaining records of gift products and expiries and damages.

LOCAL & INTERNATIONAL PURCHASE

- ✚ Checking and approval of Purchase requisitions from divisions.
- ✚ Preparation of RFQS.
- ✚ Checking and verifications of the quotation received from suppliers.
- ✚ Selection of suppliers based on quality, lead time, price etc.
- ✚ Approval of the quotations received from suppliers.
- ✚ Verification of the financial and other background etc of the online companies.
- ✚ Checking and Verification of the Commercial and other invoice, DNs, etc.
- ✚ Coordinating with Inventory, Logistics, sales and account dept.
- ✚ Checking and maintaining records of purchase returns.

Exim Documentation works done

- ❖ Checking of Purchase requisitions send by store keeper.
- ❖ Sending enquiries to foreign suppliers.
- ❖ Receiving of quotations and select the best quotation on the basis of price, quality etc
- ❖ Sending LPOs in the case of domestic suppliers
- ❖ Banking works related to opening of Letter of Credit, Bank Realization Certificates, bill discounting etc.
- ❖ Sending Amendment letters to bank in case of Amendment of L/c needed by the beneficiary.
- ❖ Collection of documents from the bank which were tendered by the bank and forward it to clearing & forwarding agent.
- ❖ Informing the stores when the cargo arrival notice is received.

- ❖ Liaising with accounts dept, stores & administration.
- ❖ Correspondence with corporate offices through Internet & Email.
- ❖ Filling of the Records and Documents.

2000-2003 : M/s. Sessa Computers, Bangalore, India
Position : Executive (Commercial & Administration)

Sessa Computers is the leading authorized distributors/dealers of Hewlett Packard and Epson products in Bangalore, supplying to various leading government organizations, school, colleges, hotels, hospitals, service organization, private organization, MNCs etc.

- ✚ Maintaining records of key account customers.
- ✚ Preparation & approval of price variance reports and sending to Hewlett Packard India Ltd. Co.
- ✚ Supervising the jobs of Customer service/Marketing/Inventory personnel
- ✚ Controlling data's relating to the performance of salesmen & sending reports to top level.
- ✚ Correspondence with corporate offices through Internet & E-mail.
- ✚ Preparation of monthly progress reports to Chairman & director of Finance.
- ✚ Checking and Verification of billing reconciliation reports, cash reconciliation reports etc.
- ✚ Supervision of billing staffs, routine work.
- ✚ Checking monthly reports prepared by billing staff and forwards the same to top level management
- ✚ Fixing of appointments for managerial personnel.
- ✚ Arranging and conducting interviews of candidates.
- ✚ Preparation of Agenda for the meetings.
- ✚ Recording of the minutes of meetings.
- ✚ Preparation and Changing of duty schedules of employees.
- ✚ Preparation of time schedules for completion of each job
- ✚ Requesting from employees and divisions for daily/weekly/monthly progress reports and review.
- ✚ Preparation of employee and divisional appraisal reports.

PROJECT WORK UNDERTAKEN

STRATEGIC PLANNING AND COMPARATIVE ANALYSIS OF TOYOTA VEHICLES (EBRAHIM KHALIL KANOO B.S.C(c), BAHRAIN)

Major Highlights:-

1. STRENGTH,WEAKNESS,OPPORTUNITIES AND THREATS(SWOT) ANALYSIS
2. STRATEGIC MARKETTING INCLUDES CUSTOMER VALUE AND CUSTOMER SATISFACTION AND CORE COMPETENCIES
3. BUSINESS LEVEL STRATEGIES INCLUDE COST LEADERSHIP AND SUSTAINED COMPETITIVE ADVANTAGE AND PRODUCT DIFFERENTIATION
4. STRATEGIC AND COMPETIVE BENCHMARKING
5. MARKET SEGMENTATION INCLUDES MARKET TARGETTING,MARKET POSITIONING AND MARKET SEGMENTATION
6. BUSINESS PROCESS PERFORMANCE INCLUDES VALUE CHAIN ANALYSIS AND PROCSS ANALYSIS
7. STRATEGIC ALLIANCE AND MERGERS

SEMINARS ATTENDED

TRADE FINANCE SEMINAR CONDUCTED BY HSBC IN THE YEAR 2010 & 2014

TRAINING PROGRAMMES ATTENDED:-

1. STRESS MANAGEMENT
2. LEADERSHIP IN 2012
3. VALUE CHAIN ANALYSIS AND CUSTOMER
4. STRATEGIC AND COMPETITIVE POSITIONING

AWARD, ACHIEVEMENTS & RECOGNITION:-

Awarded as the best employee for the year 2009 and it was published in Bahrain's leading newspaper, The Gulf Daily News.

QUALIFICATION

Professional:-

MASTER OF BUSINESS ADMINISTRATION (M.B.A) in International Business Management with First Class from Annamalai University, Tamilnadu, India.

Master Degree:-

MASTER OF FOREIGN TRADE with First Class from Symbiosis Institute of Management Studies, Pune, India

MASTER OF COMMERCE with Second Class from Kerala University

Bachelor Degree:-

Bachelor of Commerce with First Class from Calicut University, Kerala, India

Other:-

Accounting Software's like Oracle, JD Edwards, Tally, Tata-ex, Wings etc

PERSONAL DETAILS

Nationality	:	India
Sex	:	Male
Date of Birth	:	13.10.1974
Marital Status	:	Married
Licence	:	Valid Bahrain Driving Licence
Language Known	:	English, Hindi & Malayalam