

Curriculum Vitae

SUMAN BABU. V

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Objective:-

As a **“Financial Accountant”** with my past experience & having adequate knowledge can broaden the Company’s MIS and assist the user to understand the whole organization’s structure in a lucid manner.

Additionally with **audit experience**, it supremacy the Accounts.

Summary of Qualification:-

1. More than **16** years’ experience in Accounts / Finance / Audit / Tax / MIS.
2. Quick adoptability knowledge in finalizing the accounts and audit report - with the base root of commerce and Semi Qualified Chartered Accountant from India.
3. Fluent in English, Tamil, Hindi and Sourashtra.
4. Proficient in Windows software (MS Office), handling Tally ERP & customized software for HR payroll. And basic knowledge about **Islamic Finance**.
5. Shorthand in English for taking the notes in the meeting & fast typing to draft the letter.

Professional Experience:

As a **SENIOR ACCOUNTANT** in National Property Investments Co. SPC

Oct - 2014 to present

Moral Handled: (Basement)

1. Ensuring the principles provided in the Standard Operating Procedures for the Financial Accounting System & Audit Procedures.
2. Vouch the transactions at each stage and finding the solution for any discrepancies with the appropriate authority, and record the transactions flawlessly.
3. Extract & maintain a strong database for data assessment, review the output and adhere the data integrity of any new changes by using the financial tool. (**V-Lookup/H-Lookup**).
4. Manage the fund as per fund policy and transfer the fund at an appropriate place to balance the working capital issues and document them.
5. Prepare MIS (P/L) monthly and provide to the Management for evaluating the progress.
6. Do recommendations of new changes for adopting the policy and makes easiness for everyone.
7. Get a regular update for tax laws and their implications from the Tax consultant whenever a peculiar transactions incurred.
8. Establish a good relationship with the Internal Auditor & provide answer to his queries.

Divisions Handled: (CAP on top of the Basement) - In-charge of 6 Divisions from Book Keeping until completion of Year End Audit.

Real Estate Development Business:

1. National Property Investments Co. WLL
2. Mohammed J. AL Zayani

Civil Construction Business:

3. Majaz Construction Co. W.L.L.

Trading (Import of Office Furniture / Retail sales):

4. Mohammed Jassim AL Zayani Trading
5. Al Makateb Office Furniture
6. Muharraaq Furniture Co.,

Since the position is for diversified business – the following are the job disciplines handled regularly.

1. Training the Junior to get into job at specified line.
2. Preparation of Monthly rental income, and verify the RCT. monitoring the collections deposited into bank.
3. Verifying the supplier's invoices with LPO along with the concerned division's manager approval.
4. Verifying suppliers' cheque and approving the payment with Company's credit terms.
5. Creation & modification of tenant's ledger with relevant particulars.
6. Maintain group inter-co., balances and make payment at each month end.
7. Booking of local purchases & foreign imports of furniture, inventory movement within division.
8. Monthly BRS (20 banks of all the divisions) / Receivable / Payable verification and fund managing.
9. Data analysis by using H&V-Lookup / Pivot table and booking the expenses from the Group expenses.
10. Process the Salary after verifying the Leave / Final settlement / B2B Upload & subsequent allocation.
11. Verifying the sales invoices and reporting to the group sales manager at each month.
12. Preparing sales analysis for current month and year to month.
13. Verifying the inventory movement within the group and reporting the stock summary at half yearly.
14. Reporting the construction cost sheet with budget & preparing the interim / final invoices based on WIP.
15. Passing monthly journals (accrual exp. and non-cash items) for closing of accounts of each company.
16. Preparing monthly FS, i.e., (P/L St., & B/s) and presenting to Group Sales Manager and CFO.
17. Reconciling and settling the related party inter co., dues at each month.
18. Yearly closing of prepaid expenses, staff accruals and verification of inventories at stores, reconciling with system stock and passing entries for variances.
19. Assisting the Statutory Auditors by providing doc /explanation till completion of audit.
20. Maintaining a strong database for VAT Compliances & filing the returns in the NBR portal.
21. Additionally handling the tasks required by the management, seniors & provide assistance.

Additional Task:

1. Project Co-coordinator for successfully implemented “FAME HR software” & verify the compliances as per standards.
2. Verification of “Operating Process” for the newly installed - Tally software for property maintenance divisions.

E-Learning Services (P) Ltd., at M/s. L. Muralidharan & Co.,- Chennai :- June-2013 - July 2014–Auditor**Job Profile: Functional Audit:-**

1. Audit of CA recorded classes and verification of students’ database before dispatch.
2. Verification of video contents editing work. Students’ complaint handling & resolving at appropriate level.
3. Verification of Accounts through TALLY- ERP 9(VAT, TDS, Service Tax) & finalization of accounts.
4. Preparation of Income Tax Returns and submission to IT Department.

Unemployed Gap for 6 Months for Chartered Accountant Course Study**Jan – 2013 to June 2013.****Alfara Groups, AL Ain, U.A.E.****March -2011 to Dec 2012.****Job Profile: Audit Executive.**

1. Study and implement of Standard Operating Procedure & ERP(c-soft) for the assigned audit task.
2. **Purchase Invoice audit** handled companies (Electro Mechanical, Aluminum Glass, Steel, Precast, Trading).
3. **For payment approval:** Verification of PI a/c entries with LPO for the above 5 companies and maintain a strong database to manipulate the data according to the needs for preparation of Monthly Report (MIS) and ensure with the vendors’ a/c for balance outstanding, credit days allowed and vendors’ ledger with ERP before making approval for the cheque.
4. **Project Expenses Audit:** Ensure the project expenses as per allocated project cost code.
5. **Asset Accounting:** When PI audit, cross verify with the Asset Department about the nature, purpose, maintenance and location of assets and other technical details.
6. **Audit of Letter of Credit:** Verification & ensure the related documents, manufacturer’s quality certificate and other LPO compliances. If any deviation, follow up made to comply the requirements with the fullest extent.
7. Co-ordinate with **Costing Department** regarding the allocation of project cost code, technical issues, calculation for work completion, LPO compliances & obtaining their consent, and if need be, attending the site with Engineers and record the opinion till achieving the satisfactory line.
8. Audit of labors wage cards with time keeper’s actual working time & finding the accuracy of data.
9. Audit of Hired Labor wage cards + invoice with agreement. (Saved AED 148,000).
10. **Cheque Audit:** Audit of vendors’ payment details & other particulars, and ensure the terms stated in LPO.
11. **Audit of Local Purchase Order** prepared by Purchase department and approving the same as per SOP.

Operational Audit:

12. Attending at construction site and enquire with the site accountant, store keeper, time keeper, quality engineer, construction manager at regular interval for want of any information and ensure the smooth flow of operation.
13. Team lead of Half Yearly inventory audit and asset which are located in various sites and finding the material deviations and reporting.
14. Frequent site visit for material checking & audit the labors’ attendance, manual head count (if required).

Monthly Audit Report:

15. Preparation monthly report of above risk mitigation with the assurance of non-occurrence from the responsible person and presenting the report before the audit manager and top management by Power Point Presentation, and making suggestion for improving the task.

M/s Sundaram Motors (A division of T.V. Sundaram Iyengar & Sons Ltd.,) July-2010 to March -2011.

Job Profile: Audit Officer

1. Audit of petty cash payment & daily cash collection from sale of new car and workshop service vehicle.
2. Audit of demo car inspection, surprise physical verification of new car at yard.
3. Audit of inventories (car parts & general accessories), verification of workshop service vehicle with job card.
4. Verification of Accounting Entries (for workshop bill and new car) and BRS.
5. Assist branch audit with seniors, and preparation of branch report (as per format).

Education:-

S.No.	Course	Name of the Institution	Passing Year
1	CA –PE II	Institute of Chartered Accountant of India	Nov – 2008
2	B.Com.,	Sourashtra College, Madurai, Tamil Nadu	April -2001

Technical

3	English Typewriting	Dept. of Technical Examination, Tamil Nadu.	July -1997
4	Hindi Diploma	Central Hindi Directorate , New Delhi	Nov – 1998
5	English Shorthand	Dept. of Technical Examination, Tamil Nadu.	Feb - 2005

Awards: Appreciation certificate is received as “**Best Employee of the Month**” from the current employer.

Reference: Available upon request.

Personal Information:

Name : Suman Babu. V
Date of Birth : 17-Dec-1980.
Age : Gender: 40: Male
Marital Status : Married, and having one child.
Father's Name & Occupation : Sri.J.S.Vasudevan, Driver (Retired).
Permanent Address : No. 17, E.E.Road, Balarengapuram, Madurai–625 009.
Languages Known : English, Tamil, Hindi, Sourashtra.
Passport No. & Expiry on : T4990655, 03.08.2029.
Bahrain Driving License : Yes, having own car.

VERIFICATION

I hereby declare that the above stated statements are true and correct to the best of my knowledge and belief.

Date: 10.12.2020.

SUMAN BABU. V