

# CA. Jayakrishnan G.K, ACA



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Discovery Gardens, Dubai, UAE | +971 56 135 7117 | [jkrish4you@gmail.com](mailto:jkrish4you@gmail.com)

## Objective

To serve for an organization that provides ample opportunity to excel in career and equally provide balance in work and personal life.

## Education

### **CHARTERED ACCOUNTANCY | YEAR - 2010 | ICAI**

- Major: Finance, Accounting
- Minor: Taxation, Costing
- Related coursework: Underwent three years of training with reputed CA firm in India (RGN Price & Co.)

### **CFA LEVEL - 1 | YEAR - 2012 | CFA (USA)**

- Major: Financial Analysis
- Related coursework: Financial Consulting reports for payment gateway solutions & E-Commerce platform

## Skills & Abilities

### **FINANCE AND ACCOUNTING**

- 14 years of hands on experience in the field of Accounting, which includes 9 years of experience in Audit and Consulting firms and 5 years of experience in Accounting and Finance of a Multi-National Oil & Gas Engineering Service Company.

### **MANAGEMENT**

- Recent work experience includes Manager – Operations of a start-up firm in the service sector which includes management of direct day to day affairs of a firm that involves recruitment of people, setting up of controls and processes, finding ways of development of business, management of cash flows with available resources, design and reporting of MIS with stakeholders and periodic discussion with owners and investors.

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## **BUSINESS DEVELOPMENT**

- Recent experience includes managing affairs of a start-up firm in Accounting & Bookkeeping Service where business development was a key role to build the brand credibility in the market.

## **COMMUNICATION**

- Fluent in English language, well versed in presenting business consulting reports to clients, experienced in submitting monthly reporting packs of business units within timelines during tenure of Senior Accountant in O&G Engineering Service Company as per corporate calendar.

## **LEADERSHIP**

- Actively involved in recruitment, management and direction of work flow of staffs during execution of projects in the accounting firm and for clients, a team player managing the team during the role as Senior Accountant.

## **Experience**

### **MANAGER - OPERATIONS | ORDINO SBS, DUBAI, UAE | APRIL 2018 TO DATE**

Ordino SBS is a newly formed Accounting and Bookkeeping Service firm in 2018 focused on servicing clients in SME segment ranging from manufacturing to services. Major roles and responsibilities include

- Managing accounting and MIS reporting requirements of clients on a timely manner.
- Develop relationship with new and prospective clients of the firm.
- Understands client requirements and design accounting structure for clients.
- Ensure that accounting of clients is performed in connection with applicable UAE VAT Rules.
- Engaged in recruitment and directing workflow of staff for the firm.
- Supervision of client accounting staffs and their accounting work.
- Face and find ways to tackle the challenges of a start-up firm in a highly competitive market.
- Actively involved in reviewing Financial consulting work for client business models.
- Controls HR and payroll function of the firm.
- Directs management and convenes monthly forecast meetings for the firm.
- Design and implement ways to build the brand with available resources.
- Design and direct the system and processes for the firm and staff.
- Directs the record keeping requirements of the firm.

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### **SENIOR ACCOUNTANT | ETHOSENERGY MIDDLE EAST, ABU DHABI, UAE | APRIL 2014 TO APRIL 2018**

EthosEnergy is a Joint Venture entity formed in April 2014 between GTS Division of Wood PLC and TurboCare division of Siemens AG. At EthosEnergy Middle East, we perform repairs and overhaul of valves, pumps and compressors, sale of turbine parts and API part manufacturing facilities in Abu Dhabi with dedicated sales team in Dubai, Qatar, Saudi Arabia, Oman and Ghana. Major job responsibilities include

- Reporting day to day affairs to Manager Finance of revenue generating facility and reporting cost center entities to Director Finance of the region.
- Reviews weekly payment run to suppliers and monthly payroll for the region.
- Primary responsibility includes reporting of monthly figures in Hyperion reporting pack.
- Responsible for reporting monthly forecasts in the reporting package.
- Prepares monthly management report of business unit.
- Ensures that weekly business reports are sent to management and queries are addressed in time.
- Issue of Monthly flash figures to BFM and executive management with cost and revenue analysis.
- Prepares the supporting schedules for budgets and monthly forecasts.
- Reviews and timely updating balance sheet reconciliation of cost centers.
- Communication with central treasury unit for FX drawdown and inter-corporate funding requirements.
- Ensures adequate foreign currency is available for payments and places FX deals to hedge FX exposures.
- Supervise Finance staff to create monthly Intercompany billing and reconciliation of month end balances.
- Approval of non-PO invoices on authorisation system.
- Develop appropriate payment strategies to optimize funds available for paying vendors.
- Ensures that salaries for direct staff including overtime and indirect staff are paid in time and ensure that payroll details are secured ensuring access is limited only to authorized personnel's in the organization.
- Directs communication with external auditors (Big 4 firm) for annual audit and internal queries.
- Co-operate and manage special finance projects when assigned.
- Leads Credit Control function by monitoring AR collections, monitoring KPI's set for DSO.
- Responsible for accuracy of accounting and safeguard of fixed assets, and other financial assets.
- Responsible for maintaining key relation with a global banker for banking needs (trade facilities).
- Supervise and direct accounting staff, develop and provide adequate training on internal controls, accounting policies, accounting procedures and interpretations as they impact all finance operations.
- Actively involved in the Staff Council and reports the affairs to the executive management team.

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### **SENIOR ACCOUNTANT | WOOD GROUP ENGINEERING SERVICES MIDDLE EAST LTD, DUBAI, UAE | OCTOBER 2013 TO APRIL 2014**

Major responsibilities include

- Review and timely updating balance sheet reconciliation of cost centers.
- Responsible for posting monthly entries for depreciation, prepayments and accruals for expenses.
- Leads and directs Credit Control function and responsible for monitoring AR collections and key performance indicator DSO.
- Review and approves Customer Credit Limits and payments terms for existing and new customers to be set up in the system.
- Successfully implemented regional credit-limit policy, manages credit limits and payment terms with the support of sales and operations team.
- Formulate initiative to improve DSO metric for the Region.
- Responsibility includes reporting monthly results of business units with commentary to Head office and executive management.
- Review and approval of credit terms for existing and new suppliers in the system periodically based on delivery performance and quality reports including review of bank details of suppliers.
- Ensure that FX balances are revalued for the month end balances.
- Ensures adequate foreign currency is made available for payments and deals are put in place to hedge FX exposures.
- Responsible for requesting funds from treasury and repatriating excess funds back to them.

### **SENIOR AUDITOR | MORISON MENON CHARTERED ACCOUNTANTS, DUBAI, UAE | MARCH 2010 TO OCTOBER 2013**

Morison Menon is a fast-growing Audit and Assurance firm headquartered in Dubai, UAE. Roles and responsibilities include

- Reporting to Senior Partner status of each work assignment.
- Discussing Audit Plan with Audit Manager and management of audit staff team as Audit team leader.
- Perform risk assessment, analyzing test samples and work performed by audit team members.
- Reviewing of audit work papers and ensure that Financial statements are prepared as per applicable IFRS.
- Preparation of Audit finalization points for discussion with partners and clients, Letters on Internal control weakness and Management letters.

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## **SENIOR ARTICLE ASSISTANT | RGN PRICE & CO, COCHIN, INDIA | FEBRUARY 2006 TO MARCH 2009**

R.G.N. PRICE & CO, a firm of chartered accountants, established in 1945 in India has been carrying on the profession of providing Audit, Assurance, Management Consultancy and related services for more than six decades. Major Roles and responsibilities include

- Reporting to Senior Partner status of each assigned external and internal audit works.
- Exposure in statutory audit of dealership business of some major companies such as Bajaj Auto Ltd, Raymond, Amway, Bombay Dyeing, Yamaha, Tata Motors, Mercedes Benz and Toyota.
- Finalization of eclectic number of service sector companies such as real estate developers, hospitals, hotel and tourism, and engineering consultants.
- Control lapses identification and reporting of information systems requiring understanding of how operations supports the business, how risk is managed and how controls operate demonstrating ability to independently troubleshoot and resolve most common problems that arise.
- Conducting an independent appraisal of the financial operations and the internal controls of the concern for the management.

## **Personal Details**

- Age – 32.
  - Marital Status – Married.
  - Soft skills – Working knowledge in MS Excel (Smart View), various accounting software, reporting software (Hyperion).
  - Holds light driving license.
  - Pursuing CFA Level 2 in 2019.
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