



## **CURRICULUM VITAE OF JOTHI KUMAR**

**Tel:00971- 52 2497404, Email – [jothiindia3n@gmail.com](mailto:jothiindia3n@gmail.com)**

**Experience: 28 years (3 years in India and 25 years in U.A.E ,Qatar and East Africa).**

**Profession: Accounts, Finance, Cost Control Management and Administration.**

### **Academic & Professional Qualifications:**

- 1. Bachelor degree in commerce (Cost Accounting)  
From Kerala University – 1988.**
- 2. Bachelor degree in commerce (Co-operation)  
From Kerala University –1989**
- 3. Diploma in Salesmanship and Marketing  
(Govt. of Kerala)**
- 4. I.C.W.A.I-Inter Group II.**

### **Computer Knowledge & Training Course Attended:**

- 1. Diploma in Computer Applications  
(Ms- Windows, Ms- word, EXCEL, Ms- Dos)**
- 2. Accounting Packages – (Dac- easy, Tally).**
- 3. ERP packages - “Orion” on line ERP Based on Oracle,  
Developer 2k.**

## **Work Experience:**

### ➤ **Lootah Group of Companies -1993 - 2013**

#### **1. Group Division Manager with Lootah Group of Companies-In UAE, Djibouti, Zanzibar, and Ethiopia.**

**(Group consists of five industrial divisions, related to construction and Ready-mix Industry).**

#### **Job Profile:**

- Managing the entire group activities from production to executing the contracts with different contracting companies and in-house jobs for the construction activities.
- Managing a team of Production and Technical staff for executing of various contracts.
- Ensure service delivery excellence through outstanding leadership.
- Manage regular client meetings.
- Identify and execute business development opportunities for the group.
- Expand and maintain appreciation of the Industry as per the market demand.
- Maintain effective oversight of accounting report production in multiple locations.
- Build and maintain an effective network of contacts throughout relevant business lines.
- Mentor & develop staff through structured review process and appropriate supervision.
- Maintain awareness of industrial safety and technical standards.
- Preparation and executing of production budgets.

#### **Major Achievements**

- Introduced the job costing system.
- Introduced waste control and reduced cost of production.
- Automation of the division.
- Increased the labor productivity and reduced the cost of production

#### **Other Accomplishments**

- Visited China, Tanzania, Djibouti, Hong Kong, and Zanzibar for business discussions of the Group regarding agency and dealership contracts, purchasing and inspection of machinery, raw materials and setting up and managing of industrial units.

## 2. Group Accounts Manager

### Job Profile

- Monitoring and managing funds and Accounts for all divisions.
- Designed system for Job or manufacturing module and Group Treasury.
- Preparation and submission of all kinds MIS reports to Vice- chairman and Chairman.
- Stock verification and audit.
- Finalization of budget, income statement and balance sheet of the division and group.
- Group accounts finalization and audit.
- Preparation of feasibility study and project report for the new investment opportunities of the group.
- Expanding the existing bank facilities and arranging of new banking facilities with the UAE leading commercial and industrial banks.
- Setting up of effective financial & costing policy and procedures for the group.
- Advising the Management on the accounting, financial and costing policy of the group and to ensure that its financial and costing operations are conducted in accordance with group policies and procedures.
- To direct ,supervise and control functionally:
  - The accounting operations.
  - The financial reporting and control procedures.
  - Budgeting and budgetary control procedures.
  - To arrange for the opening of letters of credit or letters of guarantee for purchasing materials, plants and other equipments.

## 3. Chief Accountant

### Job Profile

- Management and control of day-to-day accounts activities.
- Supervising the costing implementation system.
- Summarizing all accounting activities and ensures cut-off date for MIS.
- Studying and analyzing required Cost and Management Accounting system.
- Assisting the Finance Manager in accounting matters including preparations of monthly / quarterly reports
- Recommending effective Costing policy and procedures for the company.
- Preparing monthly report for the following cost centers: (Machinery & equipment, Patching plant, Labour and Camps).
- Managing and controlling inventory in coordination with stores in charge.
- Preparation other related MIS in relation to cost control.
- Monthly Evaluation of final contracts value and discuss with relevant executive/ project managers.

- Variance Analysis, Finding the reasons of variations
- Verification of certified works and uncertified work in coordination with site QS
- Preparing monthly fixed asset reports.
- Monthly Income recognition
- Preparation of monthly budget in coordination with cost control engineers
- Design cost breakdown structure (CBS), Make sure all store purchase and issue are according to the CBS code
- Advising cost center staffs to allocate cost to the proper CBS code
- Feasibility report preparation
- Coordinating with accounting team members and other key groups to resolve key reporting related issues.
- Presenting monthly report in the project meeting and attend to all queries relating to the report
- Comparing total material "purchase and issue" on monthly basis
- Monthly inspection of site stock ( Random)
- Design of Cost center structure, cost center invoicing, inter-company invoicing
- Advising Fixed Asset Replacement plan and Presenting payback period for new asset investment
- ERP design at different Authority Level

## **. Cost Control Manager**

### **Al Wataniya Concrete Company - Qatar -2013- 2015**

#### **Job Profile**

- Monitoring and managing raw material movements for all branches.
- Designed system for manufacturing module in all the branches.
- Preparation and submission of all kinds MIS reports to G.M and other Board of Directors.
- Stock verification and audit.
- Finalization of budget, income statement and balance sheet of the division..
- Group accounts finalization and audit.
- Preparation of feasibility study and project report for the new investment opportunities of the group.
- Expanding the existing bank facilities and arranging of new banking facilities with the Qatar leading commercial and industrial banks.
- Setting up of effective financial & costing policy and procedures for the group.
- Advising the Management on the accounting, financial and costing policy of the group and to ensure that its financial and costing operations are conducted in accordance with group policies and procedures.
- To direct ,supervise and control functionally:
  - The accounting operations.
  - The financial reporting and control procedures.

## **Achievements**

Rectified and find the case root of the extra raw material usage  
 Introduce the full costing system  
 Reduced the raw material wastage

## **Cost Control Manager**

**Golden Readymix LLC - Dubai - (From 2015 to 2017)**

### **Job Profile**

- Monitoring and managing raw material movements.
- Purchase Management and Inventory control.
- Manpower productivity analysis.
- Asset utilization analysis.
- Monthly material variance analysis with batch production and standards.
- Preparation and submission of all kinds MIS reports to CEO and Group Directors.
- Stock verification and stock audit.
- Finalization of budget, income statement and balance sheet of the division.
- Group accounts finalization and audit.
- Preparation of feasibility study and project report for the new investment opportunities of the group.
- Expanding the existing bank facilities and arranging of new banking facilities with the Qatar leading commercial and industrial banks.
- Setting up of effective financial & costing policy and procedures for the group.
- Advising the Management on the accounting, financial and costing policy of the group and to ensure that its financial and costing operations are conducted in accordance with group policies and procedures.
- To direct ,supervise and control functionally:
  - The accounting operations.
  - The financial reporting and control procedures.

## **Achievements**

Introduce the new system for material control and production  
 Introduce the new ERP for production module  
 Reduced the raw material wastage  
 Diesel usage reduced by monitoring movements of trucks  
 Improve the mixer and pump utilization efficiency by introducing advance planning

## Finance and Administration Manager -2018 till date

### Al Tasnim Cement Products Manufacturing LLC –Dubai (Oman Based Group of Company)

- Doing initial setup to establish a Readymix Concrete manufacturing company

### ➤ Ravi & Co. Chartered Accountant Firm – 1990 to 1993

Worked as an **Internal Auditor and Accounts clerk.**

#### Job Profile:

- Day book preparation.
- Computer data feeding.
- Vouching.
- Preparation of reconciliation statement.
- Project report preparation.
- Dealing with tax authorities Analytical review of transaction.
- Advising Clients for the payment control.
- Scrutinizing Ledgers and Journals.
- Cash Book Vouching and recommendation.
- Preparation of Audit Report, Internal Auditing.
- Setting up of Accounting Systems, Internal Control measures.
- Designing Audit programs.
- Finalization of Accounts.
- Analyzing the weakness of the systems and updating present systems.

- **Personal Details**

Date of Birth	: 25.05.1965
Visa Status	: Employment Visa
Marital status	: Married
Driving License	:U.A.E , Qatar India,Tanzaniza
Languages	: English, Malayalam, Hindi, Tamil, Arabic (Basic)
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