

PERSONAL DETAILS

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Dubai, UAE

EDUCATION

Chartered Accountant (CA), ICAI, 2010 Company Secretary (CS), ICSI Final-Group 2nd & 4th - 2011

CORE COMPETENCIES

Financial Planning and Analysis **Process Execution**

P&L Management

MIS Reporting

Financial / Working Capital Management Financial Controls

ERP Implementation

Regulatory Reporting

Cash Flow Management

Team Building and Leadership Budgeting and Forecasting

Vendor Management

TECHNICAL SKILLS

MS Office

Tally

SAP

Tax Base software for IT Return

CA Munindra Chourasia

A multi-faceted & result-oriented professional with over 13 years of experience; accustomed to proven financial skills; targeting senior level & rewarding opportunities in Finance & Accounting, Financial Controls, Regulatory Reporting with a reputed firm



PROFILE SUMMARY

- A qualified Finance & Accounts professional with impressive skills in managing all facets finance & accounting like budgeting, forecasting, financial analysis, variance reporting in fast-paced environment
- Actively leading the financial, accounting, and banking operations for Amiti Overseas DMCC and its branches as the Finance Manager in Dubai, UAE
- Showcased a history of effectively managing credit lines exceeding USD \$20 Million and negotiating facility structures to drive business expansion
- Administering budget management, MIS reporting, cash flow analysis; ensuring full compliance with statutory, internal, bank audits, VAT, ESR, Corporate Tax, and the DMCC portal
- Wealth of expertise entails managing business finance, statutory audits, due diligences, working capital management, financial restructuring, financial accounting, ledger books, statutory books of accounts
- Steered overall accounting operations and audit for the organization including collections, purchase, contract compliance, receivables, deposits, disbursements, payroll, fixed assets and inventory
- Impressive skills in developing expert knowledge pertaining to derivatives regulatory requirements, processes and systems for a number of transactions and position based Regulatory reports; supervising the implementation efforts of new rules or changes within existing obligations
- Key skills in monitoring the implementation efforts of new rules or changes within existing obligations; contributing a risk manager for the firm through ongoing assessment and awareness of the regulatory environment and the firm's adherence to its reporting obligations
- Vast and proven experience in ensuring accuracy of books and records and reporting to various regulators; leading and managing the preparation of monthend reports for management, including profit and loss statements, balance sheets, and cash flow statements
- Proven expertise in developing policies and procedures and implementing best practices; ensuring preparation of operating budgets and working strategically with other cross-functional departments to implement organizational and property specific changes to improve operational efficiency



WORK EXPERIENCE

Finance Manager | Amiti Overseas DMCC | Dubai, UAE | May'19

- Analyzing financial data and presenting financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements
- Assisting leadership in annual budgeting & planning process; administering & reviewing all financial plans and comparing to actual results with a view to identify, explain, and correct variances as appropriate
- Leveraging strengths of current finance team members, helping to clarify roles and responsibilities and developing training programs in order to maximize and reach optimal individual and organizational goals
- Providing leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment
- Keeping up to date with prudential regulatory requirements applicable to the organization and ensuring timely implementation of changes including updates to policies, procedures manual and relevant returns
- Maintaining and developing robust spreadsheets where necessary, supporting the calculation of regulatory returns and ensuring appropriate change management controls are adhered to
- Ensuring adherence to the Regulatory Reporting departmental standards, policies and procedures
- Directing and managing all financial, accounting & banking operations for the company and its branches
- Controlling budget allocation, MIS reporting, and cash flow management; leveraging various banking facilities, including Trust Receipt (TR), Invoice financing, LC, and Bill/cheque discounting, to optimize financial operations
- Engaging in strategic negotiations to establish innovative facility structures that drive sustainable business growth

●● NOTABLE HIGHLIGHTS

- Played 7 times State Level Chess Championship, representing Chhindwara District, out of which 4 times lead the team
- Involved in everyday Yoga and Meditation, also participate in global initiative for performing 13 sets of Surya-namaskar organized by Ministry of Ayush Govt. of India



M/s V.K. Surana & Co. Chartered Accountants | Nagpur, India | Feb'06 - Feb'09

Role:

- Gained extensive experience in bookkeeping, statutory audits & financial finalization
- Proficient in various audit types, including tax, internal, bank & management audits



Date of Birth: 24th August 1986

Languages Known: English & Hindi

Address: Dubai, UAE

Passport Number: V7712899

Visa Status: Valid Employment Visa

Driving License: Valid in UAE & India

No of Dependents: 2

Nationality: Indian

Marital Status: Married

 Maintaining strict adherence to regulatory requirements, including statutory, internal, and bank audits, VAT, Economic Substance Regulation (ESR), Corporate Tax, and the DMCC Portal

Highlights:

- Successfully managed credit lines of over USD \$ 20 million
- Implemented a new cash flow forecasting model, resulting in improvement in cash flow accuracy and better financial planning
- Streamlined the accounts receivable process, reducing outstanding payments and improving cash flow for the company

Advisory Consultant | KP Sahasrabudhe & Co. | Nagpur, India | July'18 - April'19

Role:

- Guided and monitored Audit, GST, Income Tax, Custom, Accounting, and companyrelated matters
- Followed up on and ensured compliance with management audits
- Provided advisory consulting for accounting and financial aspects

Highlights:

- Developed and implemented a comprehensive internal control system, resulting in reduction in audit findings and improved compliance with regulatory requirements
- Led a team of professionals in conducting a successful GST audit for a major client, ensuring compliance with GST regulations and identifying potential cost-saving opportunities

Commercial Manager | Kalpataru Power Transmission Company Limited | Dar Es Salaam, Tanzania | Oct'17 – June'18 Role:

- Monitored commercial, finance & accounting activities: administered custom clearance & SAP compliances; prepared and monitored MIS, AOP, budget, and cash flow
- Managed statutory and tax compliances and liaised with government authorities and auditors

Highlights:

- Negotiated favorable payment terms with suppliers, resulting in reduction in procurement costs and improved cash flow for the company
- Implemented a new cost allocation methodology, resulting in improvement in cost tracking accuracy and better cost control for the organization

Manager Accounts and Finance | Jyoti Structures Limited | Kampala, Uganda | Jan'13 - Sep'17

Role:

- Controlled finance, accounts, and commercial activities & prepared financial statements & MIS reports
- Ensured compliance with statutory audits and local laws and managed tax, VAT, and duty compliances
- Led the implementation of a new ERP system, resulting in improved efficiency and accuracy in financial processes and reporting

Highlight:

Successfully managed the company's tax planning and compliance, resulting in reduction in tax liabilities and improved financial performance

Finance Manager | Gupta Infrastructure India Pvt. Ltd. | Raipur, India | Sep'10 - Dec'12

Role:

- Controlled Account, Finance & Leasing activities of Mall; administered liaison work for Mall-related activities and followed ups on compliances of internal and statutory audits
- Prepared monthly and quarterly P&L, balance sheet and followed up with concerned parties for EMD/BG and deposits refunds of tenders

Highlights:

- Developed and implemented a leasing strategy for the mall, resulting in increase in occupancy rates and improved revenue generation
- Led the successful negotiation of loan facility, securing favorable terms and supporting the company's expansion plans