



# Ganesh Verma

Experienced operations manager and finance professional with over 15 years of expertise Skilled in Financial Reporting, Budgeting, VAT Filling, Product Costing – Inventory Management and analysis, Payroll Management, and WPS Processing, Payable and Receivable monitoring weekly and monthly basis and performance monitoring with a strong analytical ability and attention to detail.

Career focus includes leveraging extensive experience to optimise organizational processes while fostering growth opportunities.

Results-focused and proactive in planning day-to-day operations and solving service issues. Offers advanced abilities in tackling issues impacting team and business success. Excels at managing team and personal time to consistently exceed expectations.

## CONTACT



Dubai (UAE)



+971 50 342 7360



ggverma1975@hotmail.com

## SKILLS

- Strong accounting knowledge and background
- Proficient in manual and computerised accounting
- Detail-oriented
- Efficient
- Strong analytical ability
- Strong sense of responsibility
- Well versed with computer and internet
- Excellent administration skills
- Positive attitude
- Excellent communication skills
- Ability to work well in a team
- Ability to act on your own initiative
- Ability to work independently
- Windows
- Tally
- MS Word, MS Excel, or PowerPoint
- Inventory management
- Performance monitoring
- Team leadership
- Staff training
- Budget management
- Franchise development
- Cost reduction and

## EXPERIENCE

### *Operations Manager*

Uncle Donand's Pizza - Surat, India, India

- 11/2019 - 05/2025
  - Uncle Donand's Pizza is Unlimited Food Pizza Restaurant in India.
  - Main roll to handle Gujarat, Rajasthan and North India Operation.
  - Focus on Food Quality, Service Delivery and Financial Related all Matters including Payable, Receivable, Audit, Weekly and Monthly Review.
  - Overlook Bank Transaction and Salary Payout.
  - Responsible to timely payment to Staff and their incentives.
  - Stock Availability and Inventory Management overlooking with Team.
  - Meeting with Intrested Investor for Franchisee and Deal with them.

### *Manager - Accounts and Audit*

VLCC International LLC - Dubai, UAE

- 05/2007 - 09/2019
  - Monitored staff performance and developed improvement plans.
  - Supervised supply purchases, management and tracking in line with budgetary requirements.
  - Led a team of seven employees, fostering a collaborative environment to meet project deadlines efficiently.
  - Managed inventory control, reducing waste and ensuring optimal stock levels at all times.
  - Advised senior management on facilities needs and delivered ongoing operational support.
  - Assisted in the preparation of financial statements, following strict deadlines to support timely analysis.
  - Completed invoicing tasks by following company processes.
  - Assisted accountants with expense and sales tracking and reporting.
  - Supported finance teams with accounts payable and accounts receivable duties, improving financial knowledge.
  - Prepared internal and external presentations and reports using Excel, Word and PowerPoint.
  - Prioritised tasks to meet deadlines and manage work flow.
  - Calculated, prepared and filed payroll taxes for clients.
  - Analysed financial data to produce reports on profitability,

efficiency

- General office administration
- Financial reporting
- Inventory management systems
- HR policies and procedures
- Invoicing
- Supply chain management
- Budgeting and financial analysis
- Bookkeeping
- Supply negotiation

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## LANGUAGES

English: C2  
 Proficient

Hindi: C2  
 Proficient

Gujarati: C2  
 Proficient

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## PROFESSIONAL DEVELOPMENT

Diploma in Computerized Accountancy, Bright Computer and Institute, Surat, Gujarat

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## PERSONAL INFORMATION

- Father's Name: G B Verma
- Date of birth: 1975-12-04
- Gender: Male
- Nationality: Indian
- Marital status: Married

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## HOBBIES AND INTERESTS

- Cricket, Chess, Motivational Speaker

revenue, and expenses for management review.

- Reconciled bank statements monthly, ensuring accuracy in financial records and reports.
- Processed invoices and managed accounts payable and receivable, enhancing cash flow management.
- Compiled evidence and documentation to support audit conclusions, recommendations, and findings.
- Generated financial statements documenting revenue, expenses and liabilities.
- Organised audit documentation and evidence, ensuring thorough record-keeping for future reference.

### Senior Accountant

VLCC Healthcare Limited - Surat, India

- 05/2004 - 05/2007
- Reconciled monthly bank statements and resolved discrepancies.
  - Managed financial accounts, reconciling bank statements and monitoring cash flow to maintain accurate records.
  - Managed accounts payable and receivable, ensuring timely settlement of invoices and maximising cash flow.
  - Reviewed and reconciled bank statements, ensuring all financial transactions were accurately recorded.
  - Produced monthly and year-end closing statements, financial documents and invoices.
  - Generated financial statements documenting revenue, expenses and liabilities.
  - Updated general, sales and purchasing ledgers on schedule and verified information against documentation.
  - Coordinated month-end and year-end close processes, ensuring accurate and timely financial reporting.
  - Posted journal and ledger entries, prepared financial statements and reports and closed books.
  - Oversaw payroll operations, ensuring timely and accurate salary payments to all employees.

### Accountant

Saral Enterprise (Wholesales distributor) - Surat, India

- 04/2000 - 03/2004
- Prepared accurate returns and represented taxpayers in disputes with tax officials.
  - Maintained updated chart of accounts following correct procedures and including current, accurate details.
  - Tracked fixed assets and calculated depreciation, ensuring accurate reflection of asset values in financial statements.
  - Investigated and resolved discrepancies in financial records, maintaining high standards of accuracy.
  - Reconciled monthly bank statements and resolved discrepancies.
  - Facilitated payroll processing, ensuring accurate calculation of wages, deductions, and tax contributions for all employees.
  - Coordinated month-end and year-end close processes, ensuring accurate and timely financial reporting.
  - Generated financial statements documenting revenue, expenses and liabilities.
  - Calculated, prepared and filed payroll taxes for clients.
  - Conducted inventory audits, verifying physical stock against recorded quantities to identify discrepancies.
  - Posted journal and ledger entries, prepared financial statements and reports and closed books.

### *Junior Accountant*

The Winners Business Link Pvt. Ltd. - Surat, India

- 01/1997 - 02/2000
- Maintained accurate records of customer interactions, transactions, and feedback.
  - Monitored claim progress and updated customers regularly to ensure transparency.
  - Responded promptly to customer enquiries, providing clear and concise information.
  - Processed insurance claims efficiently, adhering to company policies and customer requirements.
  - Kept office documentation and filing system organised and updated.
  - Assisted new policy holders with claim application, processing and completion within target timeframes.
  - Completed paperwork to required standards and independently corrected errors.
  - Processed insurance enrolments, cancellations and payments.
  - Maintained up-to-date records of accounts payable ledger, ensuring timely payments to suppliers.
  - Processed invoices accurately and efficiently, matching them with purchase orders and delivery notes.
  - Reconciled accounts to assess processed payment accuracy, raising queries with senior accounting teams.

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## EDUCATION

Jan 1999

LLB Taxation and Company Law

South Gujarat University - Surat

Passed in 1999 with Special Subjects Taxation and Company Law

- Graduate (LLB)

01/1996

B. Com Advance Accounting and Auditing

South Gujarat University - Surat

in 1996 with special subject Advanced Accounting and Auditing

- Graduate (B.com)

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## DRIVING LICENCE

- Presently its expired. Need to be renew.