



**MITHUN MOHANAN NAIR**

**FINANCE, AUDIT, ACCOUNTS &  
BID MANAGEMENT/  
PROCUREMENT PROFESSIONAL**

 **CURRENTLY AVAILABLE IN DUBAI  
UAE, HOLDING VISIT VISA**



 **+971-554357377**



 **[mithunmnair004@gmail.com](mailto:mithunmnair004@gmail.com)**



**<https://www.linkedin.com/in/mithun-nair-78b849121/>**



## **QUALIFICATION**

**BCOM,2005–2008**

**MBA,2009 – 2011 (Finance & Marketing)**

**MCOM, 2016 - 2018**



## **UNIVERSITY**

**KeralaUniversity (BCOM, MCOM)  
Noorul Islam University (MBA)**



## **TOTAL EXPERIENCE**

**12+Years**



## **DATE OF BIRTH**

**17-March-1987**



## **COUNTRY OF ORIGIN INDIA**



## **PLACE OF BIRTH**

**Trivandrum, Kerala**

**Passport No: S3418229**



## **LANGUAGE KNOWN**

**English, Hindi, Malayalam, Tamil, French (Basics)  
Arabic (Basics)**



**Worked through different sectors of finance,  
audit & accounts, gained multi-level experience.**

**Total Number Bidding Experience**

**100Plus**

## **ROLES & RESPONSIBILITY**

### **FINANCE, ACCOUNTS**

- Experienced with project management, reporting and data analysis.
- Having Intermediate level experience on Excel, knowledge on SAP & Business Intelligence (BI)
- Meticulous, bilingual professional with extensive experience in diverse industries like IT (KPO), Retail and Construction.
- Strong team-working and multi-tasking skills successfully completed projects within time & budget constraints.
- Motivated and goal driven with a strong work ethics, continuously striving for improvement coupled with excellent Administrative aptitude with an eye for detail and the commitment to offer quality work.

### **AREAS OF EXPERTISE**

- Trial Balance (Ledgers Balances) • Income statement, Balance Sheet, Cash Flow • Keeping accounts of customers account (Debtors) • Keeping accounts of Suppliers Account (Creditors) • Payroll • Bank Reconciliation Statement (BRS-Banking) • Research and analytics • Management information system (MIS) • Communication Skills.

### **BID/TENDER MANAGEMENT**

- Response to RFP/RFQ/RFI/EOI
- Circulation of RFP within Team
- Follow Up of corrigendum/Addendum
- Preparation of Pre-bid queries
- Attending Pre-bid Meeting
- Preparing Summary of RFP
- Preparing make and Model sheet
- Evaluation of Pre-bid Query Response and updating
- Evaluating Pre-Qualification & Technical Qualification
- Final Bid documents Review
- Upload of documents in the client portal

## AUDITING, ACCOUNTS AND FINANCE

### AUDITING

- Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation.
- Verifies assets and liabilities by comparing items to documentation.
- Validation of invoices for vendor payables by cheques as well as TTs.
- Verifies sales reports of each hypermarket branches.
- Add on cost valuation and preparation of final reports.
- Ledger scrutiny and Payroll evaluation.
- Prepared company accounts and tax returns for audit.

### ACCOUNTS

- **Ledgers & Customers Accounts:** Recording journal entries Purchase A/C, Sales A/C, Purchases of fixed assets.
- **Banking:** Bank Reconciliation Statement, Checking recorded and banked remittances from customers.
- **Payroll:** Monthly payroll calculation and distribution. Controlling and adjustments to hours, costing and absence.
- Ensured compliance with accounting deadlines.
- Managed vendor accounts, maintaining inventory, posting of cashbook receipts and payments.

### FINANCE& RESERCH ANALYSIS

- Analysis of financial reports of banks as per standards to evaluate the credit worthiness of the banks worldwide.
- Deals with US-GAAP for defining the financial reports & responsible for review and deliverables to end client.
- Ensuring floor support as well as feed back to the production analyst.
- Prepare monthly or periodical financial reports, statements and operating reviews.
- Perform detailed segmentation analyses. Perform financial analyses of actual vs. variances.
- Produce Balance Sheet and cash flow statement as required.

### PORTFOLIO ACCOUNTING SERVICES (PAS)

- Reconciling custodian data daily.
- Performs work based on service requests.
- Deals with accounts maintained for the clients & maintain based on their requirements.

## BID MANAGEMENT AND PROCUREMENT

### MANAGING ANNUAL MAINTENANCE CONTRACT OR SERVICE TENDER

- Applying AMC tender
- E-mailing Proposal and Quotations
- Follow up the work order

### PROCUREMENT

- Procurement of IT hardware equipment with regards to the solutions, which includes
- Data center equipment's (DC&DR), Networking, Command and control center equipment's etc...
- Preparing the make and model list per unit with respect to the BOM
- Contacting with the different OEM'S for negotiations (CISCOS, DELL, HPE, JUNIPER, HIKVISON etc.)

## **WORK EXPERIENCE (TOTAL 12+ YEARS)**

### **KVALITETA SYSTEMS AND SOLUTIONS INDIAPVT LTD-APRIL2022-MARCH2023**

CompanyWebsite	<a href="https://kvaliteta.in/">https://kvaliteta.in/</a>
Designation	Associate Bid Manager(BidandTenderManagement)
RolesandResponsibilities	Reponses to RFP/RFQ/EOI. Evaluating Pre-Qualification & Technical Qualification. Preparation of tender forms with all supporting documents. Final Bid documents Review and submission.
Sectors	Transform their existing IT systems and infrastructures into the next-generation of IT as per the requirements.

### **LULU GROUP INTERNATIONAL-2018NOVEMBER-2022JANUARY**

CompanyWebsite	<a href="https://www.lulugroupinternational.com/">https://www.lulugroupinternational.com/</a>
Designation	Audit Assistant [Internal Audit]
RolesandResponsibilities	Ensures compliance with established internal control procedures by examining records, reports, operating practices and documentation. Add on cost valuation, Ledger scrutiny and Payroll evaluation. Verification of vendor payables by cheques as well as TTs.
Sectors	Retail and Wholesale Auditing and Accounting

### **R R DONNELLEY INDIA PVT LTD-2016DECEMBER-2018 NOVEMBER**

CompanyWebsite	<a href="https://www.rrd.com/">https://www.rrd.com/</a>
Designation	Senior Research and Financial Analyst L3
RolesandResponsibilities	Worked with Moody's, the second largest credit rating agency. Analysis of financial reports of banks as per standards to evaluate the credit worthiness of the banks worldwide. Deals with US-GAAP for defining the financial reports & responsible for review and deliverables to end client.

### **ENVESTNET ASSET MANAGEMENT INDIA PVT LTD-2013NOVEMBER-2016DECEMBER**

CompanyWebsite	<a href="https://www.envestnet.com/">https://www.envestnet.com/</a>
Designation	Analyst L2
Sector	Portfolio Accounting Services (PAS)
RolesandResponsibilities	Reconciling custodian data daily. Performs work based on service requests raised. Deals with accounts maintained for the clients & maintain based on their requirements.

### **ALTANAF ELECTRICALS & LIGHTING CO. W.L.L, BAHRAIN-2012MAY-2013 MAY**

CompanyWebsite	<a href="https://altanaf.com/">https://altanaf.com/</a>
Designation	Accountant
RolesandResponsibilities	Recording journal entries purchase, sales, fixed assets. Bank Reconciliation Statement, checking recorded and banked remittances from customers. Monthly payroll calculation, distribution, controlling and adjustments to hours costing and absence.

### **APTARA LEARNING INDIA PVT LTD- 2011SEPTEMBER-2012 MAY**

CompanyWebsite	<a href="https://www.aptaracorp.com/">https://www.aptaracorp.com/</a>
Designation	Financial Analyst L1
RolesandResponsibilities	Prepare monthly or periodical financial reports, statements and Operating reviews. Produce Balance Sheet and cash flow statement as required.

## INTERNSHIP DETAILS

### **AJOY PRADHAN&ASSOCIATES (CA OFFICE)TVM, KERALA, INDIA - JULY 2013 - NOV 2013**

Designation	Audit Assistant
RolesandResponsibilities	Ensured compliance with accounting deadlines. Prepared company accounts and tax returns for audit. Managed vendor accounts, maintaining inventory, posting of Cashbook receipts and payments.

### **RATHEESHAN & CO. (C.A OFFICE) TRIVANDRUM, KERALA, INDIA - JUNE2008 - JULY 2009**

Designation	Junior Audit Associate
RolesandResponsibilities	Responsible for Purchase and Sales Ledger Accounts, payroll, Reconciliation, assisting in auditing.

## COMPUTER PROFICIENCY

<b>MicrosoftOfficeManager</b>	<b>ExcellentSkillsetinworkingMSOfficesuite</b>
	1. MSWord
	2. MS Excel
	3. MMS PowerPoint
	4. MSOutlook Mail
<b>Tally</b>	5. ERP
<b>GSuite</b>	6. Gmail
	7. Google Sheet
	8. Google me
<b>SAP</b>	9. Working experience
<b>PDFEditors</b>	10. Nitro,Fox it

## MAJOR ACHIEVEMENTS

<b>Company Name</b>	<b>Achievements</b>
RR Donnelley	Received Best Employee Award from RR Donnelley for the months Nov & Dec 2017 consistently.
Lulu Group International	Got appreciation as good team player in Audit Department from Lulu Group International Muscat 2021.
Envestnet	Selected as best volume taker while working with Envestnet 2016.

## EXTRACURRICULAR ACTIVITIES

Volunteer in NationalServiceScheme	As a part of Community Service such as Cleaning, forestation, Stage Shows or processions, creating awareness on social problems, Education, Cleanliness, etc...To make a better India. Participated in several camps.
Sports	CricketTeamPlayer(Envestnet) Participated in inter-company cricket league conducted by Techno park Trivandrum,Keralain2014-2016
Arts&Culturalactivity	Participatedincompany level short film contest. Won Best volunteer in Envestnet short film contest Trivandrum.

## DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge

Mithun.M. Nair

Place: Dubai, UAE

Date: 24-04-2022