CURRICULUM VITAE



**Prakash Chandra Swain**

**Dubai.**

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| CAREER OBJECTIVE: |

# To prove my mettle joining an organization, which offers a challenging work in my arena of interest, utilizing my technical and personal skills to the best, for the growth of the organization and self.

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| ACADEMIC QUALIFICATIONS: |

1. Bachelor of Commerce from Utkal University, Orissa with Distinction in 1992.
2. Passed C.A. Intermediate (Institute of Chartered Accountants of India) in 1999.

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| SOFTWARE/ACCOUNTING PACKAGES PROFICIENCY: |

MS OFFICE

TALLY, ERP, Oracle R 12

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| WORK EXPERIENCE: |

MOHEBI LOGISTICS LLC, Dubai (15 Years) (Jan’2008 – Dec’2022)

The Company is associated with Logistics, Warehousing, Transportation, Supply chain and Distribution of Food & FMCG products for **McDonald’s, Subway, KFC (Kuwait Food Company-Americana Group), Nestle, L'Oreal, Starwood Hotels and Abu Dhabi National Hotels (Compass)**.

**Position: Asst. Manager - Finance (Reporting to Group Director - Finance)**

**Key Responsibilities:**

* Supervising the entire Accounts Department AP, AR, GL consisting of 15 Subordinates.
* MIS and Periodical Financial Reporting
* VATfilingand other Tax and Banking related activities.
* Cost Allocation of various Operating Units for Reporting and Decision making.
* Import Costing for & Pricing for Supply Chain Clients.
* Planning, Budgeting and System set up for New Projects.
* Supervision and validation of HR related work (Payroll, Leave Pay, Gratuity Settlement, Staff Medical Insurance)

THE PARK HOTELS (Apeejay Surrendra Group), Bangalore (Mar’06 – Jan’08)

A Luxury Boutique Hotel Chain belonging to a prestigious Business Group.

**Position: Asst. Manager - Credits (Reporting to Director Finance)**

**Key Responsibilities:**

* Control of Accounts Receivables.
* Credit Control for corporate clients & Travel Agents.
* Revenue reconciliation, Credit Card Denials & FIRC.
* Audit of Billing process & Revenue Reconciliation and Taxation.
* Finalization of Accounts, MIS and Flash reports.
* Finance Management and Planning for new Projects.

**Software’s used at the Hotel: Opera (Fidelio), Micros, Prolific.**

SRM Group Chennai, (Oct’99 – Mar’06)

The Group has diversified business consisting Education **(SRM Deemed University)**, Software and Systems, Star Hotels, Hospitals, Tours & Travels, Finance, Construction and Printing Industry. The Deemed University has more than 10,000 students.

**Position: Asst. Manager-Accounts**

**Key Responsibilities:**

* Maintenance of Books of Accounts and Finalization (Group including 15 Institutions).
* Statutory Audit and Taxation.
* Internal Audit of Cost & Profit centers.
* Negotiation with Bankers.

Maruti Synthetics and Pharmaceuticals Ltd, Chennai (Nov’97 - Oct’99)

Company manufactures raw materials for Pharmaceutical and FMCG products.

**Position: Accountant**

**Key Responsibilities:**

* Book Keeping.
* Accounts Payables and Receivables.
* Banking Transactions.

Rockwell Engineering Co, Chennai (Jun’96 - Nov’97)

**Position: Accountant**

**Key Responsibilities:**

* Book Keeping.
* Accounts Payables and Receivables.
* Billing and follow up from sites in different states of India.

Article Clerk as per ICAI Regulation: (Sept’92 - Oct’95)

3 years Article Training as per regulations of ICAI with M/s. Natraj & Ravi Chartered Accountants and M/s. T. R. Pallaniappan Chartered Accountant, Chennai. The training involved statutory and internal audits of various Corporates & Banks.

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| PERSONAL DETAILS: |

**Date of Birth :** 25-06-1972.

**Marital Status :** Married.

**Nationality :** Indian.

**Father's name :** M.C. Swain.

**Languages known :** English, Hindi, Oriya & Tamil

I hereby declare that all the particulars mentioned above are true to the best of my knowledge & belief.

Prakash Chandra Swain