



# Abhilash K Sreedharan

Location Preference: Mumbai

*Detail-oriented, efficient and organized professional with 18+ years of experience in Accounting Systems. Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.*

### Contact Information

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### Core Competencies

Financial & Accounting Operations in SAP.

Strategic Planning & Execution in Construction Projects & Process Improvement.

Accounts Receivables /Payables. Finalization/Reconciliations of Accounts.

Financial Planning & Analysis.

Auditing & Taxation.

Bookkeeping.

Budgeting & Forecasting.

Inventory Control.

Fund/Wealth Management.

MIS Reporting & Documentation.

Team Management & Leadership.

### Soft Skills

Motivator

Communicator

Strategic

Decision Maker

Analytical

### Profile Summary:

- Experienced in **heading entire accounts and finance functions** including Accounting, Taxation, Credit, Cost Control, Maintenance and Finalization of Accounts , Profit monitoring, Report Management, Project internal Financial Controls and so on across a Construction Project.
- Competent in preparing and analyzing** accounting records, financial planning and analysis; monthly books closure, preparation of monthly budgets and payrolls.
- Administered Accounts Payable & Accounts Receivable**, Process and managed vendor accounts, generating weekly demand cheques.
- Liaised with bankers, insurers and solicitors** regarding financial transactions.
- Enterprising Leader with** expertise to enhance financial procedures & internal controls, prepare financial forecasts with coordinate budget projections.
- Expertise in Bank Reconciliation Statement Preparation**, invoice making and financial statement preparation.
- Visionary & Strategist** with expertise in developing and implementing financial and operational control for business growth and competitive position of the firm through finance management, internal controls/audits and productivity improvements.
- Subject knowledge of partnering with project units** to proactively identify business opportunities, implementing business strategies to maximize profitability.
- Experienced in **monitoring, mentioning & motivating workforce** to enhance their efficiencies with excellent communication and people management skills for leading personnel's towards accomplishment of common goals.

### Work Experience

#### January -2016 Till Date:

Presently working for Mecgale Pneumatics Pvt. Ltd. as a **Sr. Executive (Site Accounts & Admin.)** for the Construction of Elevated Water Storage Tanks in Tinsukia under PHED Assam and 9MLD Sewerage Treatment Plant in Missamari, Assam under MES.

### Previous Experience

#### June 2002 to September 2002 :

Worked with M/S Young Construction, class I contractor of Assam PWD, as an Asst. Accountant.

#### October 2002 to November 2004 :

Joined as an Accountant, for ABCI Infrastructures Pvt. Ltd, Silchar, Assam.

#### December 2004 to January -2016.

Worked for M/S Tantia Constructions Ltd. as a **Sr. Accountant** at various places in India.

### Role Across The Career

- Accounts & Finance functions involving determining accounting objectives, implementing systems and framing policies & procedures to facilitate process control.
- Preparing & explaining monthly profit & loss projections, establishing product line profit & loss statements to identify opportunities and risks.
- Assuring that Accounts Receivables / Payables team replies to all queries in a timely manner and that all queries are reverted and resolved on time.
- Ensuring compliance with Accounting Standards; building a culture of quality for the audit team; ensuring that the audit documentation was in compliance with quality standards of the firm.

## Education

B Com from MG University Kerala in 2002

## IT Skills

MS Windows 10 & MS Office,  
E-Mails & Internet, Online Accounting  
Packages – SAP (FI & MM modules) and  
Tally ERP 9.

## Personal Details

**Date of Birth:** 10<sup>th</sup> February 1982  
Married.

**Languages Known:** Malayalam, English,  
Hindi Bengali & Assamese.

**Address:** Aroh CHS, Flat No-2, Sector-  
10, Plot No.10, Near DAV Public School,  
New Panvel, Maharashtra – 410206.

**Passport No:** M0548556

- Revising & reporting strategy to ensure strategic objectives are well executed by the team.
- Undertaking analysis of financial data and providing relevant information; interpreting data for the purpose of financial decisions.
- Formulating yearly forecasts, plans, activities, leading to the development & implementation of plans; determining project plans including their funding.
- Planning and executing monthly/quarterly/annual closure schedules; providing monthly financial statements; administering monthly closing process and ensuring clarification & accounting of wrong or unaccounted entries.
- Implementing best operating practices within the entire business thereby ensuring consistency, prudence and control driven environment at the workplace.

## Highlights Across The Career:

- **Administered:**
  - GST, TDS, Service Tax with the assistance of corporate finance cell of the company as directed with the locally appointed Auditors or Tax Experts and actively participated with the team in tax optimization process.
  - EDP section to ensure that the computer system and its software were effectively utilized well safeguarded and properly maintained and ensured internal control measures were established.
- Managed the administration functions such as housekeeping, personnel staff records (attendance & leave), office automation and maintenance of inbound and outbound records.
- Formulated strategic financial and business plans and established operational goals for the management.
- Acted as an integral part of senior level management committees for discussing various issues of the ongoing projects.
- Established various internal controls like cost analysis slow moving and fast moving inventory on operational, accounting and payments front for risk mitigation.
- Provided financial and business management leadership that facilitated growth.
- Ensured completion of statutory audits as per local GAAP requirements and timely filing of Annual Returns
- Adhered to departmental controls and regulations, maintaining ethical conduct at all times.