

RADHE SHYAM ROY

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PROFESSIONAL PROFILE

- Diligent and seasoned professional offering a lucrative and well round experience of **30 years** in a wide spectrum of **Accounting & Finance** functions with prestigious international/multinational organizations.
- **Versatile experience** in treasury and fund management, financial accounting, financial and management reporting, inventory and procurement management, assets accounting, project accounting, payables and receivables management functions and Oracle e-business suite implementation project.
- **Experience in handling** Zakat & withholding tax matters at corporate level and Project leader for implementing VAT in the company within-house resources and conducted training sessions for KSC community.
- **Characterized** as a hard-working, achievement-oriented, and focused team player, possessing robust technical concepts and excellence in imparting knowledge.
- **Holding** Associate memberships of globally recognized institute **ICMAI, India**

CORE COMPETENCIES

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|--------------------------------------|---|
| ▮ <i>Financial Statements</i> | ▮ <i>Internal Controls</i> |
| ▮ <i>Budgeting & Forecasting</i> | ▮ <i>Cash Flow Management</i> |
| ▮ <i>Treasury Management</i> | ▮ <i>Oracle R12i Financials</i> |
| ▮ <i>Auditing</i> | ▮ <i>IFRS</i> |
| ▮ <i>VAT, Zakat & Tax</i> | ▮ <i>Accounts Receivables & Accounts Payables</i> |
| ▮ <i>Staff Training</i> | ▮ <i>Management</i> |
| ▮ <i>Consolidation</i> | ▮ <i>P2P</i> |

PROFESSIONAL EXPERIENCE

February 2013– February 2022

Al Khobar, Saudi Arabia

Financial Analyst, Abdullah A. M. Al-Khodari Sons Company

Abdullah A.M. Al-Khodari Sons Company is a Saudi Joint Stock Company engaged in general contracting since 1966. (Revenue of the Company for 2016 SAR: 1.03bn, 2017 SAR: 519mm)

Significant Highlights:

- Exercising control and monitoring over the Accounting Operations.
- Managing the corporate finance tasks including all financial, management and statutory accounting and reporting.
- Maintaining the General Ledger and ensuring compliance with the SOCPA and relevant IFRS Standards.
- Supervising the operations of the Oracle Fixed Assets, Oracle General Ledger and Oracle payables & receivables.
- Supervising the Interim and Annual Audits (Internal & External)
- Assisting the Quarterly and Annual Audit with efficiency.
- Prepared Financial Statements and Management Reports with effectiveness and accuracy.
- Handle VAT / WHT matters, calculated VAT Liability monthly and Filing VAT return and WHT Return.
- Handle ZAKAT assessment cases for the Year 2015 to 2018. Providing details raised by Zakat Consultant.

- Supervised the related parties' transactions and the reconciliations on monthly basis.
- Piloted monthly, quarterly, annual, and ad-hoc reports with analysis for Executive Management and Board of Directors.
- Maintained the development of Chart of Accounts.
- Prepared and interpreted the actual monthly financial statements and reviewed the balance sheet reconciliations.
- Preparation of accounts of various business units and prepared consolidated financial statements.
- Preparation of management accounts of various business units.
- Monitored the Bank Covenants and alerted the management in advance to avoid the breaching.
- Effectively implemented Project Finance Scheme for proper distribution of Projects funds.
- Supervised the monthly utilization of Funded/Non-Funded credit lines and reporting it to top management.
- Handled the complete operations of "Letter of Credit" and "Letter of Guarantees".
- Effectively created and managed the forecasted Cash flows statement on daily, weekly and monthly basis.
- Arranged funds on monthly basis through Bill Discounting facilities from various banks.
- Established and maintained relationships with banks and other financial institutions.
- Coordinated with Auditors on all matters related to Banking and Treasury.
- Supervised the Oracle treasury, Cash management and payable modules for timely recording of transactions.
- Reconciliation of all bank accounts which includes current accounts, Loan accounts, Overdraft accounts.

November 2008–January 2013
Accounts Officer, SNG Fashions Pvt. Ltd.

Delhi, India

Significant Highlights:

- Supervised the monthly and yearly closing of accounts and preparation of various corporate reports.
- Coordinated with External auditors for statutory audit.
- Implemented Standard Costing system and reported the reasons for under/over applied cost to management.
- Prepared the annual budget and reviewed the variance analysis of actual vs budgeted figures on monthly basis.
- Coordinated with the Production Manager and section heads to analyze the order wise cost and profitability.
- Prepared the Cost of Production Reports of various sections to calculate the Cost of Finished/WIP inventory.
- Examined the accounts of sister companies and report to management for any error or fraud.
- Supervised the inventory record and implemented the Procurement management.
- Reviewed the Ageing Report of Payables and Receivables for funds management.
- Supervised the Reconciliation of banks, creditors and receivables.
- Prepared the weekly & monthly cash flow forecast for proper utilization of available funds.
- Prepared Sales Tax Record, Payment of Sales Tax & Filing of Sales Tax Report.
- Implemented computerized payroll and inventory management system.

January 2003– October 2008
Accounts Officer, Super Plastic Coats Pvt.Ltd.

Delhi, India

Significant Highlights:

- Prepared the monthly trial balance and financial statements.
- Maintained the General Ledger in Computerized accounting system.
- Prepared and monitored the cash flow and bank position on daily basis
- Co-ordinated with auditors for annual audit.
- Prepared the receivables and payables statements on weekly basis.
- Prepared the Payroll Sheets, Cashbook, Supply and Purchase register.
- Daily report of Production, Sales, Cash, Bank to Director..

RadheShyam Roy

July1996– December2002
Assistant Manager,Suprabhat Steels Ltd.

Patna, India

Significant Highlights:

- Checking of Cash, Bank, Sales, Journal Vouchers for proper coding and account heads for feeding in computer.
- Checking of Cash, Bank, General Ledgers for its correctness and provide it to Internal Auditor
- Checking of Daily Production of Steel Pipes at Factory and recorded in stock register.
- Maintaining stock Register.
- Maintaining of Excise Records and Filing of Excise Return.
- Reconciliation of Bank, Debtors, Creditors.
- Checking of System Trial Balance and prepared Quarterly Statement of Accounts.
- Providing statements, reply of queries raised by Statutory Auditors for Annual audit.

January 1992– December 1996

Kolkata, India

Accountant, N. K. Jewelers.

- Preparation of Sale Invoice, day to day cash & Bank Transaction
- Maintained the General Ledger in Computerized accounting system.
- Prepared and monitored the cash flow and bank balance position on daily basis
- Co-ordinated with auditors for Annual Audit.
- Prepared the receivables and payables statements on weekly basis.
- Prepared the Payroll Sheet, Cashbook, Purchase register.

ACADEMIC&CREDENTIALS

⇒ACMAI (Associate of Cost & Management Accountants , India)

⇒PGDBM (Post Graduate Diploma in Business Management, India)

⇒M.Com (with1stDivision from Darbhanga University, India.)

⇒ICSI (Passed Executive Programme Examination from ICSI, India.)

ITSkills:

⇒Proficient in Oracle Financials 12Ri

⇒Oracle Project Module

⇒Microsoft Great Plain(GP)

⇒Peach Tree, Navision, Tally 9

PROFESSIONAL DEVELOPMENT

⇒Attended the training sessions during the implementation of Oracle Financials12ri at Abdullah A. M. Al-Khodari Co.

⇒Completed two days training on Oracle Cash Management/ Treasury Module.

⇒Attended 3 days training on IFRS updates conducted by EY Saudi Arabia & KPMG Saudi Arabia.

⇒Seminar on VAT, Zakat &Tax updates for 2018 Conducted at Al-khodari H.O.

⇒3 days Finance Seminar at Novotel Hotel, Dammam Managed by KSC in 2014 & 2015.

PERSONALDETAILS

Date of Birth:	15 th June,1964
Nationality:	Indian
Language Known:	English, Hindi, Arabic
Marital Status:	Married
No. of Dependents:	Four
Driving License:	India.

