

BIO-DATA

**I. PERSONAL DETAILS**

Name : Suresh G Nair

Date of birth : 03rd, November, 1962

Marital status : Married

Permanent Address : Chennathu Kunnil

 Thuruth

 Alwaye – 683 101

Kerala, India

Present Address : Sivaganga;

 East Desom; Desom P.O.

 Aluva - 683102

 Mobile : **+91 755 889 89 07**

 **+91 755 889 89 06**

 **: e-mail: aluvasuresh@hotmail.com**

***Passport details:***

Passport No. : H 7769755

Date of issue : 25th Jan, 2010

Date of Expiry : 24th Jan, 2020

Place of issue : Muscat

**II. QUALIFICATION**

a) Academic  **i) B.Com**

 **ii) ICWA Intermediate Course completed**

b) Computer Course on MS Windows 95, Winword, Excel and Power Point,

c) Driving Licence Holds Valid Omani Driving Licence

**III. EXPERIENCE Over 20 years experience in Muscat as Finance Manager in highly reputed business establishments.**

 ***Strength & Skills***

* Control and Supervise accounting and finance departments functions and implement appropriate methods to constantly improve its functions.
* Handling the Statutory Auditors & getting the Accounts audited, filing of tax returns and also answering their queries if any.
* Interacting with banks and financial institutions, preparation of notes, organize back to back L/Cs, Bank guarantees according to the Bank requirement for working capital management for the new projects and negotiate for better terms and conditions.
* Satisfy the requirement of the Credit Department of the Banks, monitor L/C, LTR.O/D, Guarantees and manage to control under the agreed limit.
* Preparation, review and presentation of MIS, Budgets and Costing Reports and comparative studies
* Preparing various MIS reports, Inventory Aging reports, Debtors Aging report.
* Preparing Division-wise, Branch-wise, Franchise-wise, Product-wise Profitability
* Preparation of the detailed business plan, monthly comparison of the actual growth with the business plan, locating extra-ordinary expenses and find means to control those expenses
* Suggest better systems and policies to revamp company’s operations
* Handling of Import documentation and related commercial matters
* Make arrangement for forward booking for the volatile and highly fluctuating foreign currencies.
* Actual costing of Import Material & Pricing it in local currencies.
* Costing for Import purchases for submitting Ministry Tenders.
* Negotiate with Insurance brokers/agencies to get better rate for W/C, Medical, Fire, Contract & Marine open cover policies and reimburse the claims.
* Support the operation team to negotiate with subcontractors to get better prices and strengthen the company for competition.
* Verifying M.O.Us for new tie ups/Collaborations and negotiate to have better terms for the organisation.

**Break-up of experience**

**Since April 2016 to March 2017 Magnamind Ventures Pvt. Ltd**

 **Kinfa Industrial Park, Nellad, Muvttupuzha**

**Since October 2011 to March 2016 Middle East Engineering Services LLC**

**Finance Manager (** This Company engaged in Aluminiam and Steel Fabrication and interior, exterior decorations .)

 **December 2000 to September,2011**

# Group Finance Manager Trifoil Group of Companies,

# Sultanate of Oman

# (Group of companies engaged with Telecom, Advertising, Pre-Press, Event Management, Security & Surveillance related activities)

 **August 1990 to November, 2000**

**Chief Accountant Muscat Overseas Group, in their various divisions, such as AME, Majan International Agencies and also in their Corporate Office.**

Muscat Overseas Group is a reputed business house with diversified business activities. AME is engaged in landscaping and irrigation work while Majan International Agencies is in the business of travel and tourism.