

Jayanth Subramanian

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Manager - Finance

Industry Preference: IT / ITES or Others

PROFILE SUMMARY

- An astute professional with **9 Years** of experience in:
 - ~ Financial Reporting-IND GAAP ~ Accounts Receivable / Payable ~ Statutory Audit & Tax Compliances
 - ~ Budgeting & Forecasting ~ Payroll management ~ MIS to M.D, Finance Director
 - ~ Cash Flow Analysis ~ Variance Analysis ~ Project Costing
- Experience in implementing financial procedures, maintenance & finalization of accounts and preparing Financial statements as per statutory requirements and liaising with Statutory Auditors, tax authorities for addressing taxation related matters
- Hands-on experience in preparing Annual Budgets, project wise for Board Meeting, presenting monthly Budgets vs. Actuals to Board, Preparation and Maintenance of secretarial documents, minutes and statutory registers, Year end audit adjustments and accruals.
- Possess excellent communication, analytical, decision-making, time management and leadership skills with proven ability in planning & managing resources



CAREER MILESTONES

- Promoted as Manager – Finance as a result of Exemplary performance in a span of just 2 years.
- Rewarded by Management for preparation & presentation of company's 2019 & 2020 budget.
- Instrumental in Incorporating GST new regime and was awarded for the exemplary performance in obtaining refunds amounting to INR 4 Million.
- Played a stellar role in managing all the Finance related activity / infrastructure **project worth Rs. 30 Crores** for New Premises in DLF during the period Nov 2013- Jan 2014
- Successfully handled the Accounts finalization since October 2011 and worked with **All Big four audit firms** towards Audit, Tax compliances, Tax advisory services, statutory compliance viz., Direct tax and Indirect tax. **Good working knowledge on Direct tax, service tax, Central Excise and Customs.**
- Promoted as Senior Executive-Accounts in Equiniti in the year 2015 due to outstanding performance exhibited during shifting of STPI unit to SEZ unit
- Instrumental in handling all the Capex transactions of DLF Project and **Payroll processing** of the organization from March - 2012 Till November 2015.

ORGANIZATIONAL EXPERIENCE

Career Timeline



From Jul 2017 to till date: Transact Campus India Pvt Ltd, as Manager-Finance.



Team Size: 10

Reporting to Director-Srinivasagopal Raman, Blackboard, Chennai

Key Responsibilities:

Strategic Decisions:

- ⇒ Assist the Management by formulating cost effective policies and advice on cost cutting methodologies.
- ⇒ Assist the Operations by evaluating the cost incurred for each project and preparing Ad-hoc reports.
- ⇒ Formulation of Policies for the finance team and periodic review thereof to match with changing Business scenarios.
- ⇒ Implementation of Internal control mechanism towards effective billing of key deliveries to clients.
- ⇒ Review of Resource Utilization and /Deployment thereof to achieve Optimum utilization.

Management Reporting:

- ⇒ **Budgeting/Forecasting:** Involved in preparing Budgeting & Forecasting, Strategic Planning, Management Reporting and Financial Analysis for the business functions and uploading the Budget/Forecast (9+3,6+6) into planning tools.
- ⇒ **MIS/Performance Reporting:** Flash Reporting on WD3, Group P&L consolidation, Balance sheet preparation for the group, Preparation of monthly MER & MBR Packs, Cost centre reports, FTE reports, CAPEX utilisation reports (along with the commentaries).
- ⇒ **Recharges from central division:** Reconciliation of the recharges from the central division and allocation of the recharges to the respective divisions.
- ⇒ **Variance Analysis:** Analysing financial performance in terms of Revenue, EBITDA and cashflow against the planned, forecasts and the relevant previous period. Analysing Trends, MoM, QoQ and Year to Date movements of Expenses as Budgeted with Actuals and providing necessary commentaries, communicating results to Key stake holders for review.
- ⇒ **Treasury/Cash Flow:** Preparation of Cash Flow Statements for the business & at group level. Preparation of weekly cash forecast reports for the Senior management team and identifying the temporary loan requirement/ loan repayment capability of the company.
- ⇒ **Developing financial models:** Developing financial models for Business case scenarios, Cost Benefit Analysis, Vendor Analysis and other ad-hoc analysis/models as required by the business.

Financial Reporting/Compliances:

- ⇒ **Financial Reporting:** Preparation of Financial statements (as per Indian GAAP) & Responsible for finalization of accounts from group perspective and towards Indian statutory Income tax requirements including tax audit returns & income tax returns.
- ⇒ **Internal Control:** Instrumental in implementing various internal controls in the accounting software which lead to efficiency, transparency, zero defect in the accounting mechanism.
- ⇒ **Statutory Compliances:** Accountable for Direct Tax (Calculation of Advance tax, Calculation of TDS and e-filing of TDS returns, Annual Tax Returns) and Indirect Tax (STPI, SEZ, VAT return, Service Tax return, Central Excise, Customs documentations).
- ⇒ **STPI/SEZ Compliance:** Assist the team to comply with preparation of Monthly/Quarterly and Annual performance report and any related reports for STPI and SEZ unit.
- ⇒ **Secretarial Compliances:** Preparation of BM, AGM, Appointment & resignation of directors.

- ⇒ **Month end closing:** Closing of books by monitoring the expense which is booked and comparing the month on month expense and ensure that all the expenses are booked for the period and wherever required chasing the business to book the expenses and revenues.
- ⇒ **Balance Sheet Reconciliations:** Responsible for preparation of detailed MIS report to analyse the reasonable changes on Balance sheet and PL ledgers which would have major impact on the monthly performance.
- ⇒ **Audit requirement:** Interaction with the external and internal auditors and co-ordination with various teams for the smooth conduct of internal and external audit. Preparation of explanation for audit remarks after due root cause analysis and capturing all the appropriate details and document it to be used by various members.
- ⇒ **Corrective Action:** Assist the companies' management teams to identify and implement action required to correct adverse business and financial performance.

From Dec 2015 to Jun 2017: GP Strategies India Pvt Ltd as “Financial Accountant”



*Reporting to Manager APAC – Tan Ka Shin, Singapore
CFO Headquarters – Mary Jane, USA*

Management Reporting:

- ⇒ **Month End Closure:** Closing of books by monitoring the expense which is booked and comparing the month on month expense and ensure that all the expenses are booked for the period and wherever required chasing the business to book the expenses and revenues.
- ⇒ **Revenue Recognition:** Recognition of revenue for business as well for the bank as per applicable standards after providing provision for impairment.
- ⇒ **Consolidation of Financial Statements:** Assisting the Group consolidation team for consolidation of financial report. Preparing commentaries for the annual reports.
- ⇒ **Variance Analysis:** Review and analyze actual cost and revenues report, variances input to the profit forecasting systems, recommend actions to address identified issues or exploit business opportunities.
- ⇒ **Profit and loss Analysis:** Analysis of P&L to find you the variance between the actuals and the budget and justifying the variance by investigation and finding the source of difference.
- ⇒ **Balance Sheet Substantiation:** Balance sheet substantiation of ascertaining, propriety and integrity of the account balance and assessing any potential financial impact to the profit and loss arising out of it.
- ⇒ **Co-ordination:** Work with Operations team (Corporate, Regional and functional finance) to prepare budgets and financial forecasts.
- ⇒ **Schedules:** Responsible for preparation of detailed MIS report to analyse the reasonable changes on Balance sheet and PL ledgers which would have major impact on the monthly performance and providing advice to the management.

Financial Reporting:

- ⇒ **Internal control:** Ensuring that all the control like maker checker for all the activities to ensure zero defect in the deliverables and ensure proper back up for all the activities for the timely delivery of all the reports.
- ⇒ **Team building:** Constant assessment of the resources and identifying the training requirements and skill updating, giving the process training and mentoring the resource for process improvement. Whenever required arranging external training for improving various skill set to meet the high-quality delivery and customer expectations.
- ⇒ **Budgeting:** Establish guidelines for budget and forecast preparation and prepare the annual budget in consultation with the Manager and Finance Committee.
- ⇒ **Statutory Compliances:** Accountable for Direct Tax (Calculation of Advance tax, Calculation of TDS and e-filing of TDS returns, Annual Tax Returns) and Indirect Tax (VAT return, Service Tax return, Central Excise, Customs documentations)
- ⇒ **Payroll:** Preparation of monthly payroll and ensuring zero deviation by applying checklist examination and ensuring PF, ESI and TDS remittances are updated/calculated as per the Government norms.

- ⇒ **Insurance:** Preparation and updating of Insurance schedules regularly to assist the management for employees Medclaim reimbursement, life insurance and other corporate policies for infrastructure, fire safety, and Fixed assets coverage as per the industry norms.
- ⇒ **Internal reporting:** Preparation of various report for management for assessing the process delivery system and its efficiency and capturing metric details for preparing capacity utilization reports and submitting the report to the top management for their assessment.
- ⇒ **Audit Requirement:** Interaction with the external and internal auditors and co-ordination with various teams for the smooth conduct of internal and external audit. Preparation of explanation for audit remarks after due root cause analysis and capturing all the appropriate details and document it to be used by various members.
- ⇒ **Corporate Accounting and Treasury:** Co-ordinate with Corporate Accounting and Group Treasury to ensure compliance with Group policies and the provision of appropriate funding.
- ⇒ **Performance Reporting:** Issue periodic and ad-hoc management reports and presentations monitoring the assigned business performance, including, analysis and commentary.

From Oct'2011 to Nov' 2015: Equiniti India Private Limited, Chennai as “Senior Executive - Accounts”



Reporting to Head Finance-Srinivasan, Equiniti, Chennai

Key Result Areas: Spearheading a team of 5 people.
Managed a gamut of functions including:

Financial Results:

- ⇒ Oversee the issuance of financial information & Report financial results to board of directors.
- ⇒ Review and approve preparation and finalization of monthly and annual financial statements for statutory audit and tax audit.
- ⇒ Hands on - overall responsibility for daily cash, company financial statements (project wise), annual budget, Monthly profitability reports, collections and accounts payable.
- ⇒ Monitor all legal issues involving the company, and legal issues pertaining to the company
- ⇒ Maintain appropriate insurance coverage in coordination with Management Team.
- ⇒ Ensure that the company complies with all the legal and regulatory issues.
- ⇒ Ensure that the record keeping meets the requirement of auditors and government agencies.
- ⇒ Report risk related issues and mitigation plan thereof to the board of directors.
- ⇒ Maintain relations with external auditors and internal auditors and investigate their finding and recommendations

Management /Operations

- ⇒ Participate on all key decision as a member of Senior Management team and advise them on the Revenue Assurance aspects and unearth Revenue Leakage.
- ⇒ Maintain in depth relations with all the members of management team.
- ⇒ Provide dashboard reporting, Annual Budget /Cash Forecasts (financial metrics) to other members of senior management team on Quarterly basis including Analysis of budget Vs. Actual.
- ⇒ Liaisoning with overseas legal, Tax departments, Local consultants on service tax, GST/ STPI /DGFT related compliances, Customs and central excise departments, PF dept, Labour Dept etc.,
- ⇒ Interaction with the external and internal auditors and co-ordination with various teams for the smooth conduct of internal and external audit.
- ⇒ Preparation of explanation for audit remarks after due root cause analysis and capturing all the appropriate details and document it to be used by various members.
- ⇒ Issue periodic and ad-hoc management reports and presentations monitoring the assigned business performance, including, analysis and commentary.
- ⇒ Preparation of detailed MIS report to analyse the reasonable changes on Balance sheet and PL ledgers which would have major impact on the monthly performance
- ⇒ Managing the Accounts payable & Receivables with the vendors and follow up with the vendor / Various Govt dept. for improving the Cash flows and manage the Cash outflows.

CERTIFICATION

- Corporate Accounting (IACT GLOBAL) ACCA UK approved Institute.

PROFESSIONAL QUALIFICATIONS

- **A.C.S. Intermediate**, from ICSI, in 2012.
- M.B.A. Finance from Sona School of Management, Salem in 2010
- **B. Com** from Srimad Andavar College in Trichy in 2008.

IT SKILLS

Application Packages: MS-Excel/Office / PowerPoint

Accounting Packages: Tally 9.0.

PERSONAL DETAILS

Permanent Address: Flat S4, Sri Sai Apartments, 2nd Street, Bagyalakshmi Nagar, S Kolathur, Chennai 600117

Languages Known: Tamil & English

Passport No.: A 5763301 Issued at Trichy, Passport No: J9413321
Expiry Date – 21st November 2021

Date of Birth: 19 Aug 1987

Location: Chennai