

FINANCE MANAGER

Executive Profile

To work in an organization where I can put in best of my efforts, which proves to be beneficial for the organization, gives opportunities for professional and personal growth. Looking forward to work on a long term assignments in a corporate environment, where I will get exposed to different working conditions, there by excelling and enhancing my skills along with benefiting the organization to reach greater heights.

Professional Experience

01/2010 to 01/2014

- Presently working as Finance Manager at Moevenpick Hotel Sukhumvit 15 Bangkok.
- Worked for Ramada Hotel and Suites Bangkok, Wyndham group 1st managed hotel in Asia as a Finance Manager.

01/2008

Finance Manager 01/2006 to 01/2007

Deputy Manager 01/1980 to 01/2005 Company Name

- 4 Star Hotel), Visakhapatnam, managing all the activities of Finance Department and also handled the administration.
- MIS & Budgets: Preparing Management Information statements and submitting to Management.
- Preparing Budgets for the coming Years.
- Preparing statements and required statistical information for the Board of Directors Meeting.
- Monitoring the expenses with budget, submit to the management variance report with Budget.
- Monitoring the inventories, purchases.
- Obtaining competitive market price on periodical basis.
- Liaison with Sales and Marketing department for Average daily rate from various market segments.
- Preparing Month end report and financial reports for monthly Management meeting.
- Monitoring the property insurance and relevant insurance matter.
- Submitting periodical statements to the Financial Institutions.
- Looking after the total financial matters of the Organization.
- Cash Flow control Controlling Food cost and Beverage cost.
- Minimizing the expenditure and maximizing the profit without affecting the quality of service.
- ACCOUNTING : Maintaining Cash, Bank Books, General Ledger, Journal, Sundry Creditors Ledger, Sundry Debtors Ledger, Stores Purchase Journal, Cash Transactions, Subsidiary Ledgers, Preparing of Trial Balance, Profit & Loss Account.
- Preparing of Balance Sheet after providing outstanding Liabilities, prepaid Expenses, etc., Preparing of Interest Schedules AUDIT: Updating of Books of accounts and preparation of Statements for the conduct of Internal Audit and Statutory Audits, Audit Finalization, Preparation of Schedules, Bank reconciliation Statement, preparation of Depreciation Statement, Assets Register, Preparation of Foreign Exchange Statements for submission to Bank.
- Liaising with Auditors.
- TAXES: VAT, Withholding Tax: Input and Output VAT and making payment to Revenue department.
- Payroll Tax: Making recovery from salaries and arranging for payment.
- Income Tax: Preparing the computation Statement and making tax payments accordingly.
- PERSONNEL: Social Security: Making recovery from employee's salary, arranging for Social Security payment.
- Associates Medical insurance.
- COMPUTERS: Presently working on computerized accounting system.
- Computer training in DATA PRO COMPUTERS (MSDOS, LOTUS, WORDSTAR, UNIX, DBASE, Having knowledge in INFORMIX 4GL Programmes.
- OTHERS: Besides the above work routine, I am also looking after any liaison work with the outside agencies, entrusted by the Management.

Education

Bachelor of Commerce 1980 Andhra University

Post Graduate Diploma : Financial Management 2001 Annamalai University Financial Management Major Field of study - Accountancy Computer

Educations Diploma from Data Pro computers, Visakhapatnam. Accounting Package - Comanche, IDS, Tally 4.5, Touch Key, and Sun. MS-

OFFICE from Datapro Computers , Visakhapatnam

Personal Information

Name : Y.JOHN DIVAKAR Father's Name & : Late Y.KRUPA RAO Date of Birth : 09-04-1959. Nationality : Indian Marital Status : Married

Passport Number : J 1995772 Date of Expiry : 03-01-2021. Address for Communication : 87, Soi 12 Siam Mansion 12 D1.

Sukhumvit, Klongtoey Bangkok 10110. Hobbies : Reading Books and magazines, listening Music. Strengths : i. Good communication skills ii.

Good leadership skills & self-initiative. iii. Aptitude for learning things quickly. iv. Ability to work under pressure Salary Expected : Negotiable

DECLARATION I hereby affirm that the information in this document is accurate and true to the best of my knowledge. Date :

Additional Information

- Personal Information Name : Y.JOHN DIVAKAR Father's Name & : Late Y.KRUPA RAO Date of Birth : 09-04-1959. Nationality : Indian Marital Status : Married Passport Number : J 1995772 Date of Expiry : 03-01-2021. Address for Communication : 87, Soi 12 Siam Mansion 12 D1. Sukhumvit, Klongtoey Bangkok 10110. Hobbies : Reading Books and magazines, listening Music. Strengths : i. Good communication skills ii. Good leadership skills & self-initiative. iii. Aptitude for learning things quickly. iv. Ability to work under pressure Salary Expected : Negotiable DECLARATION I hereby affirm that the information in this document is accurate and true to the best of my knowledge. Date : 1st September 2015 Place : Bangkok Y. JOHN DIVAKAR.

Skills

ACCOUNTING, Accountancy, computerized accounting, Trial Balance, Balance Sheet, Bank reconciliation, Budgets, Budget, Cash Flow, competitive, Computer training, DBASE, Finance, Financial, financial reports, Foreign Exchange, General Ledger, IDS, INFORMIX 4GL, insurance, Internal Audit, Ledger, LOTUS, managing, market, Marketing, MS-OFFICE, MIS, MSDOS, Payroll, PERSONNEL, Profit, quality, Sales, Sun, Tax, TAXES, UNIX, WORDSTAR