

BABURAM SHARMA ACHARYA

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INTERNAL AUDIT, MANAGEMENT and FINANCE CONTROLLER

Financial Operations ~ Accounts up to Finalization ~ Auditing & Compliance, Controller

Expertise in identifying initiatives and facilitating action-driven plans to support financial growth and organizational objectives.

PROFILE SUMMARY

Internal Audit, Management/Finance Controller with 26+ years of national and international experience in managing the finance functions in fortune in reputed companies. Led multi-discipline, geographically dispersed teams to manage fiscal operations for various services and manufacturing facilities. Restored financial health of the company by taking control of all receivables, payables and assets and inventories; negotiating settlements and restructuring financial liabilities with bankers, suppliers and statutory agencies. Strengthened financial position of nonprofit operation by implementing new procedures, quality control measures, and ensuring compliance with federal and IRS laws to protect nonprofit status. Extensively travelled to over 5 countries and appreciative of diverse cultures and viewpoints. Fluent in English, Hindi and Nepali.

EDUCATION

BBS (Bachelor of Business Study), T.U. University of Nepal, 2003

Key Areas of Study:

Cost and Management Account, Finance Management, Taxation and Business Law, Organization and Human Resource Management, Marketing and Project Management.

CORE SKILLS

Financial Planning	Month and Year End Closings	Budgeting & Forecasting
Financial Analysis	Inventory Costing	Internal Audit and Control
Product Profitability	Variance Analysis / Internal Control	Policies & Procedures

NATIONAL AND INTERNATIONAL EXPERIENCE

July' 2023 till date with United Gulf Cement Company, Doha, Qatar as "Accounts Manager", (5 Companies (Shipping, Trading, Manufacturing and Trucking)

Leading a team of 19+ personnel in Local and International locations.

- Created standardized, workable accounting systems for smooth function of account department.
- Manage accounting staffs for local and international locations including UAE, IRAN, Lebanon, Kuwait, Oman, and Saudi Arabia.
- Reduce the cost of accounts department budget by rearranging workloads and restructuring.
- Slashed debtor outstanding by automating the receivables process and sales under credit limits.
- Streamlined the payroll processing from international locations, crew salaries of international transfer and save the transfer fees and other banking service fees and charges.
- Steered all the teams and collected all financial information on time and month end closed of all the companies and prepare financial statement company-wise.
- Ensured local government compliance, timely financial reporting.

December'2021– June'2023 with Millsberry International Group of Schools, Bansbari, Kathmandu-Nepal, (6 Pre Schools, 1 Secondary School and A level College) as “Head of Finance and Controller”
Leading a team of 11+ personnel.

- Forecast provisional and projected financial statement to financial institutional for varied loans.
- Reconcile Banks, Payables and Receivables of all the fees class-wise.
- Online verify of daily transitions of fees collection in Cash, POS, IPS, E-Wallet, E-Sewa, QR code, Fone pay.
- Scheduled the accuracy of monthly installment of banks loans and arranged accordingly to avoid fine and penalty and compensation by the financial institutions.
- Verify the monthly payrolls, TDS, VAT, prepayments and vendor payments.
- Developed financial reporting and implemented accounting policies to comply with standards of regulations of financial institutions, government line agencies and IRD.

December'2019– November, 2021 with Sherpa Group of Company, Tokha, Kathmandu as “Internal Auditor” (Manufacturing, Trading, Mart, Petrol Pump, Café and Liquor Shop)

- Slashed the billing statement cycle time by automating generation of e- statements for customer AR accounts; this was an environmentally conscious initiative to a paperless billing process.
- Verify the all the transaction of payments, receipts, posting and banking in accordance with various SOPs, policies and procedures and minutes.
- Highlights the errors and weakness and rectification in monthly internal audit report and submit to the management with require corrective actions.
- Develop and designed standard reporting formats and implements its.
- Liaison with external Auditors, IRD officers and other stakeholders.

September'2018– November '2019 with Innovative Engineering and Construction Company (Meroghar.com) , New Baneshower, Kathmandu-Nepal as “Management and Finance Controller” (Land Registration, Design of Civil, Architect, Electrical and Safety and Drainage and Sanitation, Cost Calculation with BOQ and Construction)

- Established and implemented internal control in the all stage, Zero to handover the project to maintain integrity and accuracy of all the activities.
- Observe the monthly performance result as per work planning and schedules.
- Strictly enforce to implement policies of project operation standard, procurement policy and procedure, finance policy and procedure, HR policy and procedures, Safety and Quality control policy and procedures.
- Conduct regular meetings with the concerned department heads and take feedback.
- Set responsibility and accountability within the organization team members.
- Evaluate monthly KPI as per assigned task.

August'2015– August'2018 with Green Light Overseas Pvt. Ltd, Basundhara, Kathmandu-Nepal as “Working- Partner “(Overseas Employment Services)

- Deal overseas employers to support to supply require manpower from Nepal as per need.
- Continually strives to reinvent the company to keep with our client's needs and the constant changes of the recruitment industry.
- Prescreening all the application and shortlist as per requirement and arrange trainings and test certificate to identify the level of skills and knowledge in applied position.
- Strictly follow up policy of Nepal government to slash of risk in foreign employment service.
- Supplied quality of manpower with client's satisfaction.

January'2014– July'2015 with P.T. Royal Industries Indonesia, Jakarta, Indonesia as “Department Head- Finance” (Shipping and Trucking). (Palm Plantation, Refinery, Packaging, Transportation)

- Established and implemented internal control throughout the division to maintain integrity and accuracy of financial reports.
- Introduced a forecasting, tracking and management reporting system for P&L of Shipping and Trucking.
- Designed the monthly closing process including upgraded the fixed asset and depreciation processes, amortizations and accrued the expenses.
- Improved the accuracy of reporting by 50% by automating the reporting system, i.e. tracking the nautical miles and kilometers of ships and trucks and fuel consumptions, repairs and maintenance, renewal of certificates and licenses, salaries and food provisions and others expenses.
- Verify calculation of demurrage of vessels.
- Developed financial reporting and implemented accounting policies to comply with foreign standards.

February'2013– January'2014 with Olive Media (MNC) Group of Company Dhobikhola, Kathmandu-Nepal, Accounts Head- Nepal Office (Ireland, UK, Australia, UAE, Nepal)

- Online support to finance director in Ireland and post all the financial transaction in XERO online accounting software.
- Prepared annual budget location wise and approved from the head office
- Prepare monthly working capital location wise and submitted to the finance director in Ireland to transfer funds accordingly to smooth and sound payments.
- Month end closed and prepare financial statement along with variance report.
- Coordinate with operation teams and evaluate performance of teams time to time.

September'2011 – January'2013 with Gulf Sky Crane and Contracting Company (GCCC),-Saudi Aramco – Carbon Dioxide Capture and Injection Facilities Project at Hawiyah LNG Plant & Uthmaniyah GOS-07 Plant- Kingdome of Saudi Arabia- as “Admin and Finance Manager”

- Prepared monthly variance reports as per budget vs. actual and BOQ and submitted to the head office.
- Coordinate with representatives of Saudi Aramco for induction for ID and Gate pass for all project team and vehicles and equipment.
- Monitoring attendance and overtime of project teams and prepare monthly payroll and send to head office for transfer salary.
- Observe and control the daily fuel coupon, vehicles movements, food parcels, expenses of repair & maintenance, safety items, sewage tanks, sweet water tanks, authentication of overtime of task.
- Verification of all purchase invoices, LPOs, Quotation and requisitions and recommendation to process payment to head office.
- Maintain schedule of timely renewal of all IDs, Istimara, Iqama, Insurance (GOSI), vehicles inspection, vehicles sticker and arrangement of appointment of induction for new team members.
- Assist to the project manager to smoothly run the project and complete work on deadline.

May'2010– July'2011 with Crane Bank Limited, Kampala- Uganda-East Africa, “Risk and Compliance Manager”

- Review the procedures and banking operation, internal control and verification of daily deposits, withdrawals, clearing, interbank borrowings, lending and settlements, TT, EFT, RTGS, DD and visa and POS.
- Pre audit of new accounts opening and check KYC as per guideline of Centre Bank of Uganda.

- Audit bank revenue and expenses and verify the payroll, PAYE, NSSF, LST and final approval of all the deposits, withdrawals, transfers.
- Audit document of loan application and risk and recovery analysis.
- Prepare monthly compliance report and submitted to the Audit and Compliance Director.
- Surprised check branches, ATM machine, Forex and Western Union Centers.
- Attend various training organized by Centre Bank of Uganda (i.e, Anti Money Laundry, Fraud & Frogerly, Investment risk analysis, Behavior and personality development)

March 2005– April’2010 with Ali International Trading Est.- Doha-Qatar, “Assistant Chief Accountant” – 5 Division (Hydraulic, Diesel Injection, Spare parts, Building Materials, Photo Studio)

- Verify daily sales bills cash and credit and approved credit sales.
- Purchase entry and check stock and inventory physical and systems data.
- Assist to Chief Accountant to finalize accounts.
- Regular follow up the collection of overdue receivables and automated sales stop after credit limit.
- Guide and training to the new joiner in sales department.

Others:

1. Worked as an “Accountant cum Officer Manager” in Al-Waleed International W.L.L –Doha Qatar from 04, February, 2004 - 05 March-2005.
2. Worked as a “Senior Accountant” in TECHNOS (Pvt.) Ltd. (“A” Class Contractor) – Kupondol, Lalitpur-Nepal. From 15 September, 2003- 24 January, 2004.
3. Worked as an “Accountant cum Administrator” in New World Overseas Services (Pvt.) Ltd. Banasthali-Kathmandu –Nepal. From 01, September, 2000 – 25, August, 2003.
4. Worked as a “Marketing Manager” in Alfa-Roma International Manpower Services at Lalitpur, Nepal from 10- 05-1998 to 25-08-2000.
5. Worked as a “Marketing Officer” in Nepal Professional Boxing Commission at Kathmandu, Nepal from 05-01- 1998 to 18-04-1998.
6. Worked as an “Asst. Accountant + Computer Operator” in U.B. Engineering at Surat, India from 05-01-1997 to 18-09-1997.
7. Worked as a “Market Research and Sales Officer” in Shakshi International Marketing Group at New Delhi – India from 08-07-1996 to 15-12-1996.
8. Worked as a “Marketing Officer” in Mac International Business Promotion at Ludhiyana, Punjab India from 10- 01-1996 to 01-06-1996.

PERSONEL DETAILS

Date of Birth: 25.02.1977	Age: 47 Years.	Sex: Male	Marital Status: Married
Nationality: Nepalese	Language: English, Hindi, And Nepali,		
Passport No: PA0450427	Passport Expire: 14 January, 2032, Citizenship No. 5567/5582		

Declaration

I do hereby confirm that the information given in this form is true to do the best of my knowledge and belief.


Baburam Sharma Acharya