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| **NITIN J. PASTE**  A2/62, Sheeji Villa No.1, Near Khodiyar Nagar Char Rasta, Near Satyam Party Plot, New VIP Road, New Karelibaug,  Vadodara-390 019.  Email: [nitinpaste@yahoo.com](file:///C:\Users\nitin\Desktop\nitinpaste@yahoo.com)  Contact: • +91 74869 42231, +91 97245 94310  <https://www.linkedin.com/in/nitin-paste-4b34a1196/>  Skype Name: live:.cid.9d740ead381c2e1f |  |



**INTRODUCTION**

* **Bachelor in Commerce (B.Com)** with 13 years of International & overall 23+ years of work experience in **Finance and accounts**. (Oil, Gas, Mining, Construction, Manufacturing & Facility Management Sectors)
* Worked with **Red Sea International Co. (Multi National Co.) (Previously known as Red Sea Housing Services Co.)** Al-Jubail, Kingdom of Saudi Arabia- KSA. (a publicly listed Company on Saudi Stock exchange-**TADAWUAL**) as a **Chief Accountant/Senior Accountant.**
* Exceptionally well organized with ability to meet deadlines under pressure and ensure high performance amongst team members through consistent motivation.
* Proficiency at grasping new concepts quickly and utilizing the same in a productive manner.
* Excellent analytical, presentation and interpersonal skills with proven ability in understanding requirements and successful execution.
* Team Leader/Supervisor, Strategic Planner, Analytical task achiever, Good Communication, Trust Worthy, Honest and Loyal at extreme level, Negotiator and result Oriented.

**PROFESSIONAL SNAPSHOT**

**Red Sea International Company, Al-Jubail, KSA. (Reporting to Senior Finance Manager, Vice President (Finance & Accounts) & President-KSA) Oct’2008 – Sep’2019.**

**Designation:** Chief Accountant

**Key Result Areas:**

* **Financial & Management Accounting**
* Prepare, Scrutinize and make Analytical review on consolidated monthly **Income Statement, Balance Sheet & Trial Balance**.
* Prepare monthly divisional Income Statements Cost Centre wise **(Construction/Manufacturing Div., Facility Management Camp Operations (FMCO) Div., Short Term Rental (STR) Div.,** & **Company** **Own** **Compounds**)
* Monthly review of Cost of Sales, Prepaid expenses, Payroll, End of Service Benefit (EOSB) Yearly Employee Vacation Payment, Employee Annual Air Ticket Provisions, Accruals & All other key GL’s.
* Expenses & Income GL comparison for analysis month on month basis.
* Monthly Payroll approval and department wise cost analysis to achieve monthly cost savings.
* Based on daily/monthly transaction volume, prepare Cash Flow statement for Management.
* Management of Project accounting & review of Project for % of completion, estimate to complete costs and progress billings and revenue recognition as per IFRS 15.
* Total Project Cost incurred and Profitability Statement for Management review.
* Monitor the Fixed Assets additions/Disposals, Transfer In & Out in FA register.
* Detailed Analysis on Fixed Assets schedule, Property Plant & Equipment (PPE) & Investment Properties (IP)
* Reconciles financial discrepancies by collecting and analysing account information from Venders.
* Purchase reconciliation for External Auditor’s annual
* Identifying **Cost saving** and control measures.
* Develop & maintain necessary accounting controls and processes to ensure financial targets are met and to assess the need for any remedial action.
* Inventory Control & Management, Half/Yearly Inventory inspection kingdom wide & Finished good stock audit with external Auditors.
* Provide and Manage required information for In Kingdom Total Value Add **(IKTVA)** programme & ARAMCO certified external Audit for Company.
* **Management Information system**
* **Monthly Variance analysis** on Income statement, B.S, Cash flows and Key ratios.
* Monthly closing meeting with President for Income Statement finalization and approval.
* Month-to-Month Salary comparison department/cost centre wise.
* Assist to provide adhoc reporting requirements from senior management and Audit committee.
* **Performance Management/Planning and Budgeting**
* Leads the analysis of Current and historical financial operations and estimating future expenditures for Budget preparations.
* Annual **Budgeting** exercise and preparation of reports for Management review.
* Prepare **Monthly/Quarterly Rolling Forecast** statement for 6 Months.
* **Working Capital Management**
* Closely monitoring on regular basis for billed and unbilled **receivables** O/s.
* Review of aged & slow moving **inventory** and reporting to operational GM’s, presidents on monthly basis.
* **Treasury**
* Closely monitor & prepare Consolidated Banking Facility report for KSA.
* Liase with Bank representatives on annual facility renewal requirements.
* Fixed Deposit Statement.
* Since year 2011, Management has made me an Authorized Signatory in the Company. (Signing Checks, Wire Transfers, Letter of Guarantees, Loan Drawdown request and all other important documents etc.,)
* **Taxation**
* Manage Review, **VAT (Value Added Tax)** statement and filling returns online portal to GAZT (General Authority of Zakat & Tax).
* Compliance to Withholding tax as per GCC Law & regulations.
* Assist in preparation of annual Zakat return and assessment from GAZT.
* **Compliance and Control**
* Liasoning with Internal & External Auditors of the company.
* Deeply participating in fraud prevention and loss control.
* Maintain financial security by following internal controls as per company policies.

**Significant Highlights:**

* Registered with SOCPA <https://eservice.socpa.org.sa/login.aspx>)
* Key member in Finance/Accounts Dept., and Prime point of contact since last 10 years for reporting requirements from group.
* Prepare statistical returns, Verify and perform analytical review of all the financial data for Management.
* Monthly & Quarterly financial reporting to Head Office.
* Prepare and monitor cash flow projections and associated records to determine the optimum use of funds.

**Al Fahidi Gastech LLC ,DUBAI, U.A.E, Feb’2006-Jan’2008**

**Designation:** Senior Accountant

**Key Result Areas:**

* Managing Books of Accounts (Accounting Software: WINGS)
* Responsible for Company Accounts up to Finalization as per International Accounting Standards.
* Handling Purchase, Procurement of Materials & Negotiation with the Parties.
* Material Issue/ Material Receipt Consumption Reports Projects Wise.
* Reconciliation with the Bank, Suppliers & Customers.
* Reviewing Material Issue & Material Receipt Notes from Stores.
* Debtors and Creditors management.
* Employee Working Hours Calculation Project Wise.
* Wages Sheet Monthly Report.
* Over Time (OT) Calculation Monthly Report.
* Day to Day, Cash Accounts.
* Preparing the analytical review, performing ratio analysis, and reporting reasoning for significant variances.
* Responsible for **Audit Execution**, Work Assignment, Team building, etc.
* Actively attending the meeting with the clients & senior staff meeting to abreast key challenges in Audit assignments.

**Significant Highlights:**

* Successful handling of different cliental.
* Accountable for team management, meeting tough deadlines, meeting work quality standards, drafting of audit issues and control issues, meeting standards of work documentation, etc.
* Payroll distribution at site.
* Played a pivotal role in detecting fraud in inventory verification.

**Navbharat Construction (Engineers & Contractor), Vadodara, India. Feb’2004-Jan’2006**

**Designation:** Senior Accountant

**Key Result Areas:**

* Leading a Team of 4 Persons (Two Engineers, Purchaser and Accounts Assistant)
* Banking Finance & Assessments of Firms Records by Concerning Income Tax & Sales Tax Authorities.
* Handling Purchase, Procurement of Materials & Negotiation with the vendors.
* Maintaining TDS (Tax Deducted at Source) REGISTER and Follow up for Non Receipt of TDS CERTIFICATE.
* Reconciliation with the Bank, Suppliers & Customers.
* Finalization of Books of Accounts of HO.

**Significant Highlights:**

* Maintain core business relationship with Govt. cliental like, BPCL, ONGC, GAIL, BHEL & IOCL.
* Accountable for team management, meeting tough deadlines, meeting work quality standards, drafting of audit issues and control issues, meeting standards of work documentation, etc.,
* Payroll distribution at various sites.
* Top ranked by auditors while auditing books.

**S.K.Enterprise (Retailer), Vadodara, India. Nov-1995-Feb’2004**

**Designation:**  Accountant

**Key Result Areas:**

* Preparing Monthly Inventory Reports & Physical Stock Verification.
* Monthly Submitting SALES TAX Returns to Govt. Authority.
* Prepare Half-yearly provisional income statement.
* Finalization of Books of Accounts of HO.

**PROFESSIONAL QUALIFICATION**

**Certificate Tally Graduate (6.3 Ver.) (Tally Graduate No. 981011070 )**(Authorized Distributor of Tally Products) Power System InfoTech, 205- Panorama, R.C.Dutt Road, Vadodara, Gujarat, INDIA.

**Honours Diploma in Computer Science (HDCS-1 Yr)**

Lakhotia Computer Centre (LCC) InfoTech Ltd., “The Emperor “Building, Fatehgunj, Vadodara, Gujarat, INDIA.

Correspondence Courses of **Microsoft Office (Sparsh)** Sun Infosys Technologies

203/A, Tower, Mangal Kirti Complex, Nr. PNB, Fatehgunj Cross Rd, Vadodara, Gujarat, INDIA.

**Bachelor in Commerce (B.Com)**, The Maharaja Sayajirao University (M.S.University), Vadodara, INDIA.

**IT FORTE**

* Experience on Accounting Software Tally (All Ver.7.2), Wings, Trio (4.0 Ver.), Nex/Bspro (NEXUS)/Dynamic 365 ERP Knowledge.
* Advanced user of Microsoft Excel, MS Word and Outlook programs.
* Fluent in usage of the Internet operations.
* Capable of adapting to technology and usage of computers in day-to-day work.

**PERSONAL DOSSIER**

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| DateofBirth | **:-** | 19-07-1975 | | |
| Nationality | **:-** | Indian | | |
| Gender | **:-** | Male | | |
| MaritalStatus | **:-** | Married | | |
| Linguistic Ability | **:-** | English, Hindi, Marathi and Gujarati (Read, Write, Speak) | | |
| PassportNo**.** | **:-** | Z 2133106 | Passport Date of Issue :- | 19/01/2016 |
| Visa Status | **:-** | ------------- | Passport Date of Expiry :- | 18/01/2026 |
| Iqama No. | **:-** | 2261841288 | Iqama Validity :- | 20/08/2020 |
| Driving License-Saudi Arabia | **:-** | 30/11/2020 |  |  |

I hereby declare that the above information provided by me are true to the best of my knowledge and belief.

Thanking you,

**(Nitin J. Paste)**