

Bharath Kumar Choudhary G
Mb: +995 574017097
Email : gbharathchoudhary@gmail.com
Skype : bharath0416



PERSONAL SUMMARY

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A self-starter, with bags of energy, who is always leading the team from the front and who is not frightened to take the initiative. Do have the ability to work independently in an environment of change, challenge, multiple deadlines and priorities with extensive experience of Business Operational matters and is passionate about supporting individuals and businesses to excel. As a high achiever who has a successful record of delivery and exceeding targets, can be relied upon to cut all unnecessary costs and hit all goals set. An outstanding individual, eager to deliver excellence at every opportunity, and right now looking for a suitable position with an exciting company that is looking to employ individuals of the highest calibre.

AREAS OF EXPERTISE

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Business Growth	Operational Excellence	Customer Satisfaction
Continuous Professional Development	Problem Management	Client Participation
HR Issues	Technical Resource Management	

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PROFESSIONAL EXPERIENCES

SM Recruitment Services : April 2014 Jan 2017

Designation: Recruitment Operations Manager

Responsibilities:

- Improve the operational systems, processes and policies in support of organizations mission - specifically, support better management reporting, information flow and management, business process and organizational planning.
- Manage and increase the effectiveness and efficiency of Support Services (HR, IT and Finance), through improvements to each function as well as coordination and communication between support and business functions.
- Play a significant role in long-term planning, including an initiative geared toward operational excellence.
- Development of individual program budgets, Invoicing to funding sources, including calculation of completed units of service.
- Payroll management, including tabulation of accrued employee benefits. ☐ Disbursement of checks for agency expenses.
- Supervise and coach office manager on a weekly basis.

Responsibilities by Function Financial Management

- Develop and manage annual budget, Oversee monthly and quarterly assessments and forecasts of organization's financial performance against budget, financial and operational goals. Oversee short and long-term financial and managerial reporting.

- Managing day to day processing of accounts receivable and payable using QuickBooks, producing reports as requested.
- Reconciling monthly activity, generating year-end reports, and fulfilling tax related requirements.
- Managing grantor contracts and reimbursement requests.
- Ensure that Accounting Department requests are resolved and communicated in a timely manner to internal and external parties.
 - Develop long-range forecasts and maintain long-range financial plans.
 - Develop, maintain and monitor all fundraising and accounting systems and procedures capturing all pledges, billings and receipts and for the recording of all revenue transactions, recommend and implement improvements to systems.
 - Prepare annual audit and be a liaison with all outside vendor.
 - Increase the effectiveness and efficiency of Support Services through improvements to each function (HR, IT, Finance) as well as coordination and communication between functions.
 - Drive initiatives in the management team and organizationally that contribute to long-term operational excellence.

United Creation L.L.C – Jordan : Jan 2013 - Mar 2014

Designation: Compliance Officer

- Record and report all non-compliance findings to Factory management and Compliance manager. Assist Compliance manager in auditing and training about EHS awareness.
- Support operations with training and advice so best practice is shared and consistency obtained across delivery sites. Conduct EHS, Production Safety, Internal Audit, follow up and inspect non-compliance issues to ensure they shall be eliminated /corrected. Establishing and implementing goals and objectives for Knowledge and understanding of the financial information technology
- Proven track record of developing and implementing business strategies.
- Having a mature approach to setbacks.
- Awareness of and sensitivity to cultural diversity.
- Sharing knowledge and expertise in a highly professional manner
- Decision making in a pressured, commercial driven environment
- Evaluate operational policies, procedures and practises to enable continuous improvement and compliance with relevant standards and requirement. Identification of potential problems and timely resolution through the implementation of appropriate course of Action. Perform related duties as assigned.

Purchasing Officer

Ensure the product recommended provides the correct technical solution. Routinely provide information about purchasing processes and procedures. Source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services. Managing and controlling all the company's internal suppliers with particular emphasis of purchase of Materials. Foster close relationship with associated departments.

K.C.Enterprises : Dec 2011 - Dec 2012

Designation: Area Sales Manager

- Sales and Distribution of entire range of SPICE Mobile GSM handset.
- Handling a team of 8 Sales Executives, Achievement of Sales objectives by regular education & training Sales Executives. Implementing new operational processes and procedures
- Establishing and maintaining Roles and Responsibilities for personnel under your management.
- Delivering regular team communications and organising monthly meetings controlling all associated operational costs according to the prevailing annual budget forecast.

- Supporting the planning, development and overall management of project budgets, in collaboration with relevant senior field managers and HQ staff.
- Seeking ways of adding value to existing work areas.
- Working closely to build and maintain close working relationship with clients.
- Maximising accuracy, productivity and space utilization.
- Assisting in the recruitment, training and development of staff.
- Solving disputes and complaints in a professional manner and within guidelines.
- Coordinating with TL for promoters sales activities, Innovating new strategies for Retail network development, To focus implementation of sales promotional activities, Scheme designing for the Retail Market & Setting Targets on Monthly basis, Achieving Primary, Secondary and Tertiary targets for Spice mobiles, Daily order punching, Market development in terms of WOD & DOD, Providing After Sales Service – DOA.

AXS Online Pvt Ltd, From April 2009 - Nov 2011

Designation: Assistant Accountant

Client: Xincon Health Care Accounting

- Enter the information in the Pro-Health & HC+ Software with service and reference codes, Enter the Authorisation, bills and banking transactions in the spreadsheet, tracking daily schedules of OT/TT visits and updating it, Preparation of daily, weekly and monthly reports, Interaction with the clients over email, chat and phone.

Client: New American Mortgage

- Compiles information from financial records into reports for organisational or regulatory personnel or customer, Recording data's such as loan number, customer name & name of the bank, Computing interest and principal payments of loan in the spreadsheet, recording files from bank reconciliation statement to spreadsheet, Record financial data's such as receipts, expenditure, account payable, account receivables, Identify and note, correcting & discrepancies of records, entering all the information in Quick books & PC Lender. ☐ Maintaining Clients Ledges such as Sales and Purchase Ledges, To complete and maintain Sales and purchase invoices and records, Preparation of monthly statement of Sales and Purchase, Maintaining day to day payments made by the customers, Bank Reconciliation, posting and balancing, Daily bank receipts postings.
- Ensuring compliance with the company's procedures
- Anticipating changes in the business needs of the firm
- Maintaining accurate financial records
- Training up new and existing staff as required
- Setting monitoring & reviewing work load schedules
- Managing all performance and governance activities
- Determining staffing requirements
- Monitoring weekly performance against targets
- Building and maintaining effective relationships with internal customers.

PROJECTS UNDERTAKEN

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“Study on the potential growth of Firepro Systems Products” 2008 Analysed the Fire system products demand in Bangalore market for the projects, Conducted a survey on residential, commercial & industrial projects. Awareness of the fire products and Promotion, Given Recommendations based on Findings.

“Study on growth of Microfinance in rural areas of India” 2009 Analysed the level of customers taking loans from the Government bank for starting up their small business, And repayment options & subsidies given by the Government banks, Conducted market research to measure the level of customers getting satisfied, Given Recommendations based on Findings.

HIGHER EDUCATION

Post Graduate Program Management (PGPM) Degree 2007 - 2008 Finance and International Business Bhavan- SIET Institute of Management

Sitadevi Ratanchand Nahar Adarsh College under Bangalore University 2004 – 2007 Bachelor of Commerce

SKILLS LANGUAGES

Leadership	Innovative and Analytical thinking	Goal oriented
Negotiation	Microsoft Office	Tally.ERP
Hardware and Networking		

EXTRA CURICULUR ACTIVITY

Launched a Brand (GO GREEN) as a part of marketing course in Trimester-2
Conducted Market Research (Academic Purpose) Title – “Study on ART OF LIVING”, Bangalore
Overseas Experience
Member of Finance club in the college
Awarded Best Team as a part of International Business Project in Trimester 3
Awarded Best Cricket Team, 2007

LANGUAGES KNOWN

ENGLISH

HINDI

ARABIC

DECLARATION

I hereby declare that, all the above information is true & correct to the best of my knowledge, experience & belief.

Signature

Bharath Kumar Choudhary G