

## **Curriculum Vitae of Asha Nair (Executive – Financial Controls)**

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**Career Objective:** Seeking a challenging position in the field of finance, where I can use my acquired skills, experience and knowledge to the maximum and thus contributing to the growth of the company and my experience.

### **Executive Summary:**

- Possess 25 years of diversified experience in the Finance, Financial Controls, Budgeting and Analysis section of aviation industry.
- Worked on ERP “SUN SYSTEMS” / SAP.
- Working knowledge in “Cargo Spot “invoicing and accounting tool for cargo operations.

### **Professional Experience:**

#### **1. M/s Jet Airways (India) Ltd., Mumbai, India (Jun’ 15 to till date)**

**Position: Executive Financial Controls** (Reporting to Vice President, Financial Controls)

#### **Role & Responsibilities:**

- |                      |                                   |                         |
|----------------------|-----------------------------------|-------------------------|
| ● Budgeting          | ● Member of Expense Approval Team | ● Cost Benefit Analysis |
| ● Cost Reduction     | ● Process Review & improvement.   | ● Costing and Pricing   |
| ● Variance Analysis  | ● MIS                             | ● Contracts Review      |
| ● Project Evaluation |                                   |                         |

#### ● **Budgeting**

- ✓ Prepare the assumptions that each department or division will use in preparing its budget.
- ✓ Preparing the time schedule for completion of the budget process, and check all computations.
- ✓ Responsible for assisting in consolidating all individual unit budgets into divisional budgets and an overall corporate budget for management use.

#### ● **Variance Analysis**

- ✓ Cost Performance Analysis Monthly, Annually with respect to department, Cost Elements and Cost Centers
- ✓ Review the department’s justification reports for unexplained variances and consolidate all the reports into a corporate monthly report for Management.

#### ● **MIS**

- ✓ Assist for each department to prepare a monthly report within a certain timetable and in a specified format. Review the department reports for unexplained variances, obtain explanations, and consolidate all the reports into a corporate monthly report for management.
- ✓ Design reports to the management like cost center wise reports /branch wise reports / consolidated monthly and YTD reports.

#### ● **Process Review & improvement.**

- ✓ Assisting the management in selection of new software system. Involved in all phases of selecting, designing, and implementing a new system. Before a decision is made to design and implement a new system, management is made aware of the costs associated with it and prepare an economic analysis of the project.
- ✓ Review and Improve the policies, procedures and processes as deemed appropriate.
- ✓ Handle extra responsibility as & when required by the management & strengthening of various internal controls.

- **Cost Reduction**

- ✓ Participated in the cost reduction exercise initiated by the organisation in their quest to return to profitability.
- ✓ With the assistance of an external agency that comprises Subject Matter Experts (SMEs) reviewed various avenues on individual cost element basis and reviewed the process.

- **Project Evaluation:**

- ✓ Forecast an estimate of the future impact of a given decision or set of decisions over a specified period of time.
- ✓ Economic analysis: Estimating the cost of the project (One time cost & recurring cost), effect on future cash flows, Pay-back period & Return on investment for at least three to five years & Interpreting Results of parameters.

**Major Achievements:**

- ✓ Core team member in the implementation of new “Cargo Accounting System”. This System is used in Jet Airways across the network along with the GSAs worldwide.
- ✓ Active member of GST implementation team.

**2. M/s Jet Airways (India) Ltd., Mumbai, India (Mar’ 07 to Aug’ 13)**

**Position: Supervisor - Finance** (Reporting to Sr. Manager Finance)

**Role & Responsibilities:**

- Travel & Foreign Exchange
- Receivables
- Payables

**2. Jet Air Pvt. Ltd. (Nov’92 to Mar’ 07)**

**Position: Senior Accountant – Corporate Accounts** (Reporting to Account Manager)

**Role & Responsibilities:**

- General Corporate Accounts
- Bills Payable
- MIS/Budget

- **General Corporate Accounts**

- ✓ Bank reconciliation & Inter Company reconciliation.
- ✓ Tax audit of the company
- ✓ Maintenance of Trial Balance and Balance sheet (in Sun Systems), including administrative work related to Sun System (data access group / data backup/ file creation etc.
- ✓ Scrutiny of zone-wise branch accounts
- ✓ Capitalisation on pan India basis
- ✓ Payments of TDS / Service tax to treasury and filing of returns
- ✓ Maintenance of Chart of account / Master files.
- ✓ Involved in testing of the software in dummy database to work parallel in both the systems.
- ✓ Training the department on the software across locations

- **MIS/Budget**

- ✓ Monthly performance report/ dash board to the Sr. management
- ✓ Generation of Variance report with regard to cost & revenue with the analysis and comparison.
- ✓ Circulation of MIS report across the network.

- **Bills Payable**

- ✓ Independently handling bills payable cell
- ✓ Attending creditor's queries and maintaining a good rapport with the vendors.
- ✓ Involved in budgeting of the expenses and making provisions accordingly
- ✓ Vendor reconciliation.
- ✓ Attending the audit on behalf of bills payable team.
- ✓ Statutory payments

**Major Achievements:**

- ✓ **Responsible for implementation of new ERP "SUN SYSTEMS" developed by Sun Systems Union, UK.**
  - ✓ **One of the core team members in implementation of "Ledger accounting" & "Corporate Allocation Module". This System is used in Jetair group for accounting across locations.**
- Attended two days' seminar conducted by Dale Carnegie India on "Persuasive Conversation Skills for Business Professionals" in Dec'2015.
  - Attended crash course on "advanced data analytics Microsoft Excel in Nov'2015.

**ACADEMIA:**

- B. Com from Mumbai University in 1991

**PERSONAL VITAE:**

- Date of Birth : July 20,1970
- Address : A1-1602 Sanghvi Valley , Parsik Nagar , Thane 400605

**REFERENCES WILL BE PRODUCED UPON REQUEST.**

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