

Dhanya V. Sivanandan

Dubai, UAE | +971 50585 7133 | dhanya.vs1@gmail.com
www.linkedin.com/in/dhanyavs1



Summary

- **Master of Business Administration (MBA)** from University of Madras, India
- **20 years** of experience in Accounts Payable, Accounts Receivables & HR/Payroll
- 18 years with **Manappuram Group of Companies**, Thrissur, Kerala, India
 - Expertise in the areas of **Accounts Payable/Accounts Receivable**, Analysis, Reporting and departmental best practices
 - Expertise in **HR Administration & Payroll Processing**
- 2 years with **Apollo Sindhoori Hotels Ltd.**, Chennai, India
 - Direct Marketing of Hotel Products & Services
- NSE Academy's Certification in Financial Markets (NCFM) - Dealer Module
- Excellent verbal and written communication skills
- Team leadership

Core Competencies

- Accounts Payable
- Accounts Receivables
- Vendor Negotiations and Management
- Reconciliation
- HR/Payroll
- Managing audits
- Team Management and delegation
- Decision making
- Leadership

Experience

Assistant General Manager June 2003 – Nov 2021	Manappuram Group of Companies Thrissur, Kerala, India
Corporate Executive Aug 2001 – May 2003	Apollo Sindhoori Hotels Ltd. , Chennai, Tamil Nadu, India

Education

Master of Business Administration (Marketing) VelTech Engineering College University of Madras, Chennai, India	2001
Bachelor of Science (Physics) CTTE College for Women University of Madras, Chennai, India	1999

Professional Experience

MANAPPURAM JEWELLERS LTD.,
Thrissur, Kerala, India

Apr 2010 to Nov 2021

Assistant General Manager, Accounts

- Manage daily book keeping, Account Payable & Receivables
- Daily cash flow management and reporting
- Reconcile multiple mode of collections – Cash, Cheque, Debit/Credit card
- Verifying Bank reconciliation and resolving the issues
- Invoice processing and releasing vendor payments
- Month and Year End closing process
- Monthly Audit Support
- Preparing monthly MIS reports
- Account statement reconciliations
- Fixed Asset purchase activity (Invoicing and Payment after receiving the items)
- Fixed Asset sale activity (Generate invoice for customer and update Ledger entry)
- Monitor and analyze accounting data to produce reports and statements
- Remitting monthly TDS, VAT, GST and service charge
- Establish and enforce proper accounting methods, policies and principles

Assistant General Manager, HR/Payroll

- End to End processing of Monthly and Yearly payroll processes
- Updating and maintaining payroll records (Joiners/Leavers/Changes) and Employee Master data for Payroll & Benefits
- Auditing the Payroll to make sure it satisfies all government regulations
- Process payroll related Allowances & Deductions, Employee Bonus Scheme, Leave Management, Travel & Expense
- Working with Consultants to develop, adjust & enhance payroll system to adapt to changes in tax laws, regulations, pay policies and compensation initiatives.
- Responsible for Liaising with Government authorities - PF, ESIC, Labour office, etc.
- Process accurate and timely Payroll monthly & yearly reporting
- Statutory Remittances Administration like Employee Provident Fund, Gratuity, Employment State Insurance, Medclaim, Group Personnel Accident, Gratuity Renewal, Labour Registration Renewal
- Liaising with Staff & Management on payroll related queries and resolving discrepancies

Chief Manager, Purchase Department

- Procurement of gold ornaments from manufacturing vendors to add exclusive items to the portfolio at competitive price and affordable credit terms
- Liaising with accounting team for on time payment based on terms and credit period
- Liaising with delivery team to ensure barcoded items are delivered on time
- Negotiate long term sustainable contracts with best possible cost saving opportunities
- Facilitate working capital management by extension of payment terms
- Track customer orders and ensure timely delivery
- Monitor quality of purchased products
- Maintain purchase details in internal databases
- Maintain documents for GST and other government compliances
- Optimum stock management and hedging of stock to avoid gold price fluctuation

Chief Manager, Operations Department

- Coordination with branch offices to ensure their needs & requests are met
- Security Management – Oversee the maintenance of surveillance instruments like security alarm, CCTV etc. and retaining audio & video recordings according to company policy
- Provide petty cash and control the expenses
- Ratification of petty cash bills
- Collecting quotations from vendors, taking approval from authorized signatories, releasing purchase order for purchasing asset for the Company/Branches
- Insurance renewal, new policy, optimizing coverage and claim follow up
- Monitoring of excess cash maintained at branches and transferring the same to bank

MANAPPURAM INSURANCE BROKERS LTD.,
Thrissur, Kerala, India

Mar 2009 to Apr 2010

Chief Manager, Accounts

- Monitoring the business activities
- Follow up of insurance premium payments from customers through branches
- Coordinating the renewal of insurance policies before due date
- Monitoring and notifying the premium payment default customers
- Verification and tallying of cash and bank account on daily basis
- Resolving customer issues
- pro-actively following-up with Insurance Broker, Insurance Surveyor or Insurance company for speedy settlement of the claim
- Preparing reports of business, insurance renewal and collection
- Submitting Monthly reports to the Insurance Manager on status of Insurance Claims and accordingly preparing MIS on timely basis for review

MANAPPURAM FINANCE LTD.,
Thrissur, Kerala, India

June 2003 to Mar 2009

Chief Manager, Hire Purchase Loan

- Hire purchase and Hypothecation Business
- Coordination with branches all over India
- Evaluating credit worthiness by processing loan applications and documentation within specified limits. Interviewing applicants to determine financial eligibility and feasibility of granting loans
- Charting the repayment schedules
- Verification of HP accounts after loan settlement at branches and providing the loan termination documents
- Asset Management Monitoring & Creating various reports
- Auction process of surrendered vehicles and forwarding the account for legal procedures
- Monitoring the reconciliation of all branch accounts

APOLLO SINDHOORI HOTELS LTD.,
Chennai, Tamil Nadu, India

Aug 2001 to May 2003

Corporate Executive, Sales & Marketing

- Meeting Corporate and Travel Agents
- Preparing Customized Quotation
- Liaison with Corporate customers
- Organizing events
- Preparing reports

Certifications & Courses

NSE ACADEMY'S Certification in Financial Markets (NCFM) – Dealer module	May 2010
Diploma Course in Computer Application	May 1999

Academic Project Details

Hindustan Lever Ltd., Chennai, Tamil Nadu, India	Market study on Kwality Walls Softy ice cream in Chennai city
Best & Crompton Engineering Ltd., Chennai, Tamil Nadu, India	Study on various functional areas and Retailers survey on plug & socket products.

Personal Details

Nationality	Indian
Date of Birth	20-Feb-1979
Visa Status	Visit Visa (Spouse working in Dubai)
Mother Tongue	Malayalam
Languages Known (Speak, Read & Write)	English, Hindi, Malayalam, Tamil