

JOSE MATHEW

B.Sc, ACA, Chartered Accountant

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EXECUTIVE SUMMARY

- Chartered Accountant with 30 plus years' experience
- Highly experienced in Finance, Accounting, Audit, Banking, Management and Administration
- Wide Industry exposure- Manufacturing, Planation, Export/Import, Commodities, Healthcare
Financial Services
- Held Leadership roles reporting into the Chairman/CEO levels
- Exposure to Board meetings and Committees
- Quite familiar and comfortable working in multi-cultural multi-linguistic environment

WORK EXPERIENCE

Finance Executive (1991 – 1992)

Observer India Ltd

Industry: Newspaper Publication

- Control expenditures for procurement, marketing & advertisement, travel & payroll.
- Monitor the organisation's income, expenses and investments.
- Create and evaluate the financial reports including cash flow statements.
- Implement and monitor cost reduction initiatives.
- Supervise accountants.

Manager Finance and Accounts (1992-1997)

Harrison Malayalam Ltd

Industry: Agriculture, Commodities, Manufacturing & Trading

- Provide monthly, quarterly, half yearly and annual financial reports to the management.
- Advise on investment activities and provide strategies that the company should take.
- Analyse costs, pricing, variable contributions, sales, results and the company's actual performance compared to business plans.
- Develop trends and projections for firm's finances.
- Conduct reviews and evaluations for cost reduction opportunities.
- Oversee operations of the finance department, set goals & objectives and design a framework for those to be met.
- Manage the preparation of the company's budget.
- Liaise the auditors to ensure appropriate monitoring of company finances is maintained.

General Manager Finance (1997-2006)

Cochin Spices Ltd

Industry: Spices, Commodities, Import & Export

- Advise the management on business decisions.
- Provide financial insights to the top management & ensure right decisions are taken.
- Carry out Business analysis and financial planning including complete analysis of financial and operational results and develop strategic recommendations
- Develop appropriate processes to reduce tax burden and monitor compliance with statutory authorities for taxation.
- Provide daily, weekly, monthly, fortnightly various reports as required by the top management.
- Responsible for accounting & financial systems, adequate controls and accurate book keeping.
- Fundraising and relationship management.
- Working on process efficiencies and standardisation of processes and coordination of process cycles throughout the organisation.
- Cost reduction as a target on ongoing basis are being undertaken in order to optimise the profitability of the organisation.
- Monthly P & L, variance, and other financial reports to be reviewed with MD.
- Finalisation of the Balance sheet and quarter/year end accounts.

Director (2006 – 2011)

Options Financial Services Ltd

Industry: Financial Services

- Driving the financial planning of the company by analysing its performance and risks.
- Retaining constant awareness of the company's financial position and acting to prevent problems.

General Manager Internal Audit (2011-2021)

Aster DM Healthcare Ltd

Industry: Healthcare

Turnover: 1 billion USD

- Setting up Internal Audit team from scratch and led a 23-member strong Internal Audit Team over 10 years.
- Setting up Internal Audit Charter, Audit, Risk Management and Whistle Blower policies and Audit Manual.
- Periodic internal and external review of Internal Audit and Risk Management strategy, policies and updating of documents and reporting.
- Setting up of Audit universe, Risk Mapping and Risk Prioritisation.
- Setting up of annual Internal Audit Plan and Manpower Budget.
- Sharing of internal audit between internal-external and co-sourced external-internal audit team.
- Supervision of Internal Audit planning, execution, reporting and follow up.
- Collection, investigation and disposal of whistles and periodic reporting to the management and audit committee.
- Presentation of Internal Audit Report to the management and Audit Committee.

MILESTONES ACHIEVED

- Development, implementation and follow up of Cost Reduction Initiatives for Smart Performance (**CRISP**).
- Forward and Futures trading in Forex and Commodities to mitigate risk & earn income.
- Optimisation of financial resources through timely investment and treasury operation.
- Setting up systems and process for bulk & retail trading of commodities.
- Overseeing statutory audit and ensuring timely submission of various reports.
- Established Internal Audit Department with Audit Charters, Audit policies and Audit manual with periodic reporting to senior management and the board.
- Established Enterprise Risk Management (ERM) with Risk Management policies, Risk identifications, analysis, prioritisations, register, periodic review and reporting in consultation with senior management and Audit committee.
- Acted as Vigilance and Ethics Officer and conducted investigations of about 200 plus whistles received from employees, ex-employees & vendors and disposed of the cases with proper recommended corrective & preventive actions and appropriate reporting.
- Formed a proper framework for quarterly reporting of major internal audit observations along with recommendations & follow up and progress report to the management & audit committee.
- Successfully established co-sourced audit with external internal audit and shared audit entities and scope.
- Joined as Senior Manager, later promoted to Assistant General Manager and then to General Manager over a span of 10 years.

SKILLS

- Expertise in cost reduction initiatives
- Forex & Commodities trading
- Investments & treasury operations
- Coordination with external & internal auditors and assurance providers
- Risk Based Internal Auditing
- Enterprise Risk Management
- Whistle Blower Management
- Networking
- Team Development & Management

EDUCATION

- **Chartered Accountant (1991)**- *Institute of Chartered Accountants of India*
- **B.Sc (1986)**- *University of Calicut*

PERSONAL DETAILS

DOB - 31/05/1964

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UAE Visa Status: Golden Visa
