

SURENDRA (SURRESH) R. DODIA

556 107th Ave. N. • Naples, Florida 34108
239-596-6736

Controller • Accountant

Extensively experienced and goal-oriented Controller and Accountant with a demonstrated track record of leading the preparation and analysis of financial reports to summarize and forecast financial position. Proven expertise in driving efficiency and productivity through evaluation of financial management systems and implementation of process improvements.

Core competencies include:

- Accounting Management
 - Cash Management
 - Technology Integration
 - Financial Analysis
 - Budgeting
 - Regulatory Compliance
 - Forecasting
 - Cost Reductions
 - Efficiency Improvements
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CAREER EXPERIENCE

Industrial Nanotech, Inc., Naples, Florida, 2012- Present

Accountant

Directed financial management functions including development of monthly/quarterly financial statements. Inter company consolidation forecast and budgets.

- Involved in preparation of quarterly financial statement for management review and submission to Security and Exchange Commission.
- Develop and assemble various subscription agreements (documents) by individual investor who purchase company's stocks (covering 2005 – 2012)
- Assisted Senior Accountant/Controller in various accounting activities including bank reconciliation, A/P, A/R processing, balance sheet and Profit and Loss accounts.

Datastream Group, Inc., Naples, Florida, 2005-2011

Controller/Accountant

Directed financial management functions including development of monthly/quarterly financial statements, financial forecasts, and budgets. Oversaw general accounting functions, including AR/AP, account reconciliation, and cash management. Administered all financial management systems, evaluating and integrating new applications. Within my scope of duties were financial management and report responsibilities for two subsidiary corporations, DSG Direct, Inc. and Red Bird Investments, Inc.

- Managed all accounting activities for three entities.

- Completed all accounting entries including month end reporting, journal entries, general ledger accounts, bank reconciliation.
- Monthly financial review meetings with corporate management.

Dodia Accounting Services, Naples, Florida, January 2004 – December 2004

Owner Principle

Accounting services firm supporting four separate clients, ranging from Construction, Food Service and Lending/Mortgage organizations. Compiled periodic financial reporting packages for company management. Carried out internal audits to ensure regulatory compliance and operational efficiency/accuracy.

- Provide all accounting functions, accounts payable, accounts receivable, payroll, sales tax, inventory, general ledger, journal entries and month end reports.
- Provide year end reporting analysis and bank reconciliations to public accounting organizations and taxing authorities.
- Primary clients: Union Complete Services, Metro Tile and Marble, Inc., Global Financial Lending Group, Food Innovations, Inc.

Lezgus, Inc., Bonita Springs, Florida, 2000-2003

Accountant

Closed and prepared monthly financial statements and audit reports. Performed monthly account reconciliations and monitored general ledger transactions. Worked in collaboration with controller to ensure accuracy and integrity of financial information in support of overall business objectives.

Key Achievements:

- Reduced waste and increased profits by 10% by providing accurate reports to management.

Manpower, Inc., Naples, Florida (contract position), 1999-2000

Staff Accountant

Carried out general ledger functions, including account analysis and reconciliation, journal entries, and AR/AP. Prepared financial statements for various clients under contract with Manpower. Clients supported while under contract: Clover Insurance, Inc., Media One, First National Bank.

CAREER EXPERIENCE CONTINUED

Clover Technologies, Inc., Naples, Florida, 1989 – 1997

Accountant

Closed and prepared monthly accounts payable aging reports and audit reports. Performed monthly account reconciliations and general ledger transactions. Worked in collaboration with controller to ensure accuracy and integrity of financial information in support of overall business objectives.

Key Achievements:

- Managed all accounts payable processing for a 3 state territory for Global Imaging and Printing Supply Company.
- Prepared and reconciled weekly aged analysis and cash flow projections for corporate and regional offices.

EDUCATION

A.C.A. (Equivalent M.B.A.), Cambridge University, England

A.C.W.A. (Equivalent Bachelor Degree) Accounting, Cambridge University, England

SOFTWARE

Peachtree, Quick Books, Build-Software, Lawson, Timberline and Profit Builder