

BOOLKAH SOOMIREN

ACCA Professional Member registered with the Mauritius Institute of Professional Accountants

Address: St Antoine Road, Camp Fouquereaux Phone: 57877634 Email: boolkah2000@yahoo.co.uk, <https://www.linkedin.com/in/soomiren-boolkah>



With around 20 years of comprehensive work experience in Accounting, Audit, financial management, administration, project and contracts management, local and international procurement, stores and transport management, information systems

Proactive, dynamic, versatile, results-oriented, and a knack for details. 20 years of experience in the public, private sector, international organizations such as; Global Environment Facility, United Nations Development Programme, and Adaptation Fund. Organized, disciplined, and committed to working hard to achieve excellence in life and at the workplace. In my recent USD 9.1 million projects, I had the opportunity to manage multiple tasks efficiently while meeting tight deadlines, broaden my technical skills, manage conflict and stress, and provide solutions to deadlock situations with a calm and positive attitude.

Strong team builder, facilitator possessing excellent verbal and written communication skills both in English and French, and easily adapt to any working arrangements. Technical experience of the construction sector gained having coordinated the work of construction professionals, project progress, and providing value for money. Information Technology literate with the ability to convey complex information into easily understood formats. **At present, I am immediately available for new work, as my previous project has ended.**

Professional Experience

Resident Director (Freelance)	22 November 2018 - Date
Company	VIBHS Financials Ltd

Responsible for managing, directing and supervising the management of the business and affairs of the GBL 1 Company regulated by the FSC which offer retail and professional customers around the globe with CFD Trading and related services including user-friendly platforms and access to a variety of global markets.

Act as chairman of the company to ensure that the board operates efficiently and effectively, get the best out of all of its members; promote regular attendance and full involvement in discussions; decide the scope of each meeting ; responsible for time management of board meetings, ensuring all matters are discussed fully, without spending limitless time on individual agenda items; contribute to strategic plan; risk management, deal with people issues and resolution of conflicts; support executive team and monitor conduct.

Project Assistant (Coordinator)	22 August 2012 - 31 March 2020
Project Contract	Climate Change Adaptation Programme in the Coastal Zone of Mauritius

Spearheaded implementation of **USD 9.1 Million** Grants Projects on climate change adaptation comprising innovative coastal infrastructure projects in Mauritius. 8 projects were completed within budget and allocated timeframe and recognized by **UNDP and Adaptation Fund** as best performing bringing innovative solutions.

Achievements

- Explored a wider repertoire of design options and stakeholders engagement before project execution
- Addressed political, environmental, procurement, legal, administrative, and human resource challenges
- Coordinated the work of at least 3 Grade A contractors, 4 local consultants, Civil Engineers, Architects, Quantity Surveyors, and Contract Managers
- Risk management strategy to identify risk by developing a risk log to minimize, monitor, and control risk
- Implemented USD 50,000 ecosystem project in coordination with local fishermen and women associations
- Constructed worth USD 2.5 Million model Refuge Centre at Quatre Soeurs which has been catered for 5,000 people in case of natural disaster.
- The Refuge Centre was used by Government to Quarantine passengers during Covid-19 Pandemic
- Constructed worth USD 1.5 Million sea defense wall of 430 meters with parapet wall at Riviere des Galets to protect 500 people from flooding during high waves.
- Delivered worth USD 350,000, 11 capacity building courses in
- Introduced worth USD 2.5 Million precast artificial reefs at one of the top 5 public beaches at Mon Choisy. 450 meters of beach erosion addressed
- 2 months time saved using air transport to import 25 artificial reef molds of 1.8 meter height and 2.1 meter diameter from Australia
- Worked with Deltares, The Netherlands and implemented worth USD 500,000 life-saving tool; an early warning system for storm and tidal surge for

whereby 20,000 mangroves were planted using the nursery methodology

- Mass communication and awareness campaigns conducted using local newspapers, digital advertising in buses, TV, social media and websites
- Outreached 4 million people through information and education sessions conducted at schools and community level using an innovative marine mobile education unit

collaboration with the University of Mauritius and 7 international resource persons

- 500 participants, mostly environment professionals and engineers trained on coastal engineering, disaster risk reduction, cost-benefit analysis, and climate change adaptation. Technical handbooks developed for participants.

Meteorological Services

- Protected the life of some 300,000 people living in the coastal areas
- Procured and installed equipments worth EUR 150,000 from Datawell BV, The Netherlands; 3 wave rider buoys and 2 wave receivers to provide real-time data to the warning system

Responsibilities

1. Project Management

- Facilitated a participatory approach at high-level technical decision making workshops, steering committees, community-based committees, and visibility events
- Prepared project plans, defined the scope of works, and budgets before execution
- Presented achievements to top management, project stakeholders and National Environment Fund
- Proactively liaised with project stakeholders to resolve unforeseen bottlenecks and reduce any negative impact
- Timely submission to the donor agency; financial, performance and progress reports, annual and quarterly work plan and budgets
- Reviewed minutes of committees before circulation
- Project monitoring and evaluation activities including field visits by UNDP technical advisers, mid-term and terminal evaluation
- Record and shared project gender-based data with the Statistics Mauritius
- Briefed top management and Ministers on progress at the project sites

2. Financial Audit

- Clean audit reports on projects over 10 consecutive years
- Technical ability to detect, prevent, and report fraud
- 100% compliant scores for team's adherence to regulations
- Liaised with internal and external auditors to clarify company procedures
- Appointed independent auditors for annual financial audit and UNDP Spot Check for internal control procedures
- Facilitated work of auditors by providing access to project files and documents
- Reviewed Health and Safety Reports submitted by contractor
- Held regular working sessions with auditors to check audit progress, reply to queries and management letters
- Implemented and updated auditors on audit follow-up actions and recommendations

3. Financial Management

- Regularly tracked financial accomplishments on budget, assessed accuracy, corrected errors and inconsistencies, budget reallocation where required
- Managed project budget, timely payments to vendors, account reconciliations, analyzed financial information and summarized the financial status
- Maintained project fixed asset register through proper codification, classification, and physical check of asset condition

4. Contract Management

- Obtain clearances, insurances, and securities before project start
- Prepare realistic Programme Gantt chart and cash flow forecast
- Monitor site works
- Resolved conflicts at site meetings
- Follow up on progress reports submitted by contractors
- Verified validity of Contractors Performance Security and insurances
- Completed outstanding works during defects liability period, checked snags and corrective actions taken by contractors
- Scrutinized payment certificates with contracts, before releasing payment
- Ensured timely submission of As-built drawings and completion certificate, the release of retention money and final payment

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5. Local and International Procurement

- Procured goods and services from the local and international markets in the UK, Australia, South Africa, Finland, and the Netherlands
- Prepared terms of reference for a consultant
- Launched Expressions of Interests, Request for Proposals, bidding documents under the Public Procurement legislation, regulations, and guidelines
- Scrutinized technical and financial bids as member of the bid evaluation committee
- Resolved major procurement (Above Rs 50 Million) with Central Procurement Board

6. Environmental and Social Impact Assessment (EIA)

- Surveyed and sensitized direct beneficiaries; 100 families living in 50 houses at Riviere des Galets before project start
- Reviewed consultant EIA Report, provide feedback before submission for an EIA license
- Monitored recommendations of the Environmental Monitoring Plan for compliance
- Set up a grievance mechanism at project sites to receive public complaints
- Production of brochures, banners, information boards and short videos for public mass sensitization on the project.

Finance Officer/Accountant UNDP Contract

January 10 - June 12 Partnerships for Marine Protected Areas in Mauritius and Rodrigues

The South East Marine Protected Area Project in Rodrigues worth USD 4 Million covers an area of approximately 80 km² of the marine environment and designated by law for conservation. The project was completed in 2012 and succeeded in achieving the fundamentals; Biodiversity conservation, enhancement of fisheries stock, research, education, recreation and tourism

Responsibilities

- Budget monitoring, maintain cash book, administer books of record
- Processed monthly payroll for 55 workers, bank reconciliation, financial analysis, and management reports
- Forecast financial activities and cash position, address variances, and taken corrective measures
- Authorized signatory for cheque payment and bank transfers under UNDP and Government financial policies and procedures
- Implemented a fixed asset register. Recorded detailed asset information for audit.
- Insurance for assets
- Procured scientific equipment from the UK for a new research laboratory
- Introduced control procedures for the issue of stock items and access to the store
- Organized and conducted end-of-year physical stock take, and cash count

Achievement

Establish financial management and administration system for the safeguard of the Marine Park budget and store items. 60 fishermen remained idle over 6 months during marine park closed season. A decision was taken under my chair for payment of a monthly allowance of USD 150 for their livelihoods. In the meantime, the lagoon ecosystem had recovered and produced tons of fish and octopus.

Senior Officer, Commission for Health, Rodrigues

July 08 - December 09

Responsibilities

- Computed monthly payroll for 1000 hospital staff estimated around USD 1.5 Million, gratuities, pensions, night shift allowance, night bonus, overtime, traveling, subsistence allowance, and bank nurse
 - The input of financial data in the Government treasury accounting system, generate reports for analysis and provide recommendations
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Senior Semi Auditor at Ernst & Young
Senior Semi Auditor at HLB Appavoo & Associates

January - June 08
January - December 07

HLB Appavoo & Associates and Ernst & Young are reputed registered firm of Accountants and Statutory Auditor in Mauritius

Responsibilities

- Plan and conduct financial statement audit for clients; Government, parastatal bodies, health care, entertainment, construction sectors, among others
- Developed and adjust audit plans based on risk assessment of client/audit areas
- Managed team activities and delegated assignments, timely issuance of audit reports based on updated IAS and IFRS
- Performed accounting research to solve audit engagement issues
- Analyzed financial statements using accounting and statistical procedures to determine audit conclusions
- Examined records, interviewed senior management and client staff to ensure recorded transactions are as per GAAP
- Coordinated with team members and clients to resolve complex accounting issues and audit findings
- Perform data analytical review. Track account receivables and payables
- Supervised, trained, evaluated, and provided feedback to 2 junior staff.

Technical Skills

- Generate general ledger accounts from Pastel Accounting Software, bank reconciliation, and trial balance
- Export trial balance into caseware audit software and make journal adjustments
- Provide audit samples for compliance and substantive test
- Verify and submit electronic tax returns to the Mauritius Revenue Authority
- Current Payment System, Gaming Tax, NPS, TDS, VAT
- Dispute tax queries
- Co. Annual Returns, business plans, and cash flow forecast

Early Career Experiences in Government and Private Sector

- Assisted Software Designers, Project Managers, and Computer Analyst in setting up an oracle based database for computerization of the Government personnel and registry system. **Main tasks;** Data input, indexing of 80,000 personnel files, codification of information in the system, and test initial design.
- Assist implementation of Electronic Attendance System in the Public Service
- Assisted the organization of Public Service Excellence Awards
- Procurement of goods and services, maintenance of building as per contract, repair and servicing of vehicles and coordinated the work of drivers
- Worked as a Store Clerk in IBL Frozen Foods Company. **Main tasks;** reconcile daily stock receipts and issues, prepare store credit and debit notes, requisitions, and goods received notes.

Education

Association of Certified Chartered Accountants

ACCA Member as from 2019

Affiliate since June 2006

Modules: Preparing Financial Statements; Business Taxation; Business Information Management; Financial Information for Management; Financial Management and Control; Strategic Business Planning and Development; Managing People; Financial Reporting; Advanced Corporate Reporting; Information Systems; Audit and Internal Review; Strategic Financial Management; Corporate and Business Law; Performance Management; ACCA Ethics and Professional Skills Module

Diploma in Software Applications from the City and Guilds of London Institute: Proficiency in using Word Processing, Practical Spreadsheet Processing, Data Processing, and Desktop Publishing

Training Certificate: Accounts Clerk Training, ISO 9001-2000, Internal Auditing, ICT for Public Officers, Short Course on Cost-Benefit Analysis on Climate Change Initiatives, and Public Speaking

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Professional Registration

Mauritius Institute of Professional Accountants (MIPA)

1. MIPA Member since 26 June 2019

2. MIPA Member of Investigation and Disciplinary Committee (February 2018)

- Ensure integrity, objectivity, professional behavior, professional competence and due care of Professional and Public Accountants and Member firms are upheld to better serve the public interest

Continuous Professional Development (CPD)

Reviewing professional publications, establishing personal networks, and completing ACCA annual CPD

Other skills

QuickBooks, PowerPoint Presentations, Ms Outlook, Skype, Dropbox and google drive. UNDP procedures for National Execution, Financial Management Manual, Programme Based Budgeting, Public Procurement Act, and Human Resource Management, Gemba Kaizen principles, Cash Flow Projection for Credit Financing Company

Driving Licence

- Driving license for private car since 1997

International Collaborations; Deltares, The Netherlands, IIT Madras, Worley Parsons, University of Australia, Indufor Oy, Agrer SA.NV, Belgium , Centre for Environmental Economics and Policy in Africa, University of Pretoria