

## **Pramila S. Menon, MBA**

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Lake Havasu City, AZ 86406  
Phone: (928) 733-2150

### **Education**

BS - Natural Sciences, 1974

MBA - Finance & International I Management, 1981

### **Accomplishments and Experience**

#### **SYSTEK Technologies, Inc., Lake Havasu, AZ**

**2000 - Present**

##### **President**

Responsible for overall management of Technology and Engineering Consulting Services Company. Systems programming in Visual Basic and Microsoft Office Applications.

#### **El Paso Energy Company, Houston, TX**

**1997 - 2000**

##### **Cash Management Analyst**

Responsible for providing accounting and financial support to the Gas, Power, Product and International Services Groups. Supervising and training two accountants in cash application and reconciling for audits. Initiating multi-million dollar wire transfers and providing cash flow reports to executive management. Thoroughly versed in PeopleSoft, Resource IQ Cash Management and various Banking software for the Energy Industry.

#### **Cemland Development Co., Delano, CA**

**1995 - 1997**

##### **Assistant CFO**

Reported directly to the company CEO with responsibility for budgeting, strategic planning and implementation of financial controls. Directed Information Systems and recommended cost saving measures to improve networking needs. Negotiated contracts with subcontractors, ensuring that billings are in compliance with original bids, payment processed on timely basis and avoid cost overruns. Prepared cash flow reports and job costing for Management review. Reviewed Prelim Notices on new jobs, followed up on Mechanics Lien and obtained releases on processing of payments. Extensive experience in ACCPAC, Excel and WORD. Developed numerous spreadsheets for cost control, bid evaluations etc.

#### **SYSTEK Consultants, Bakersfield, CA**

**1992 - 1995**

##### **Director of Finance**

Responsible for strategic planning, finance and accounting for a company manufacturing engineering software products catering to the petroleum and energy industries. Developed an accounting control system, costing methodology and monitored revenues and expenses. Feasibility studies, Cost of service and Tariff calculations for proposed pipeline projects in Latin America and Russia. Formulated short term and long-term financial plans for the company ensuring sound revenue growth consistent with several innovative product additions.

**Business College, Bakersfield, CA  
Computer Instructor (part time)**

**1994 - 1995**

Taught Computerized Accounting and Payroll Accounting, DOS/Windows and Lotus 123 at Santa Barbara Business College. Also worked as a consultant providing financial analysis services for client companies. Tracked and controlled project cost and prepared financial statements. Consulted with Kern Adult Literacy Council on computer hardware and software specification and setup. Trained tutors in \$10,000 educational software and set up a database system to create reports for local and federal government.

**Woodsmith, Inc., Corona, CA  
Assistant Controller for a Building Contractor**

**1990 - 1992**

In charge of \$3 million in accounts receivable, ensuring that billings were in accordance with original bids. Prepared cash flow reports and financial statements for Management review. Working with CPAs on audits. Generated work in progress reports for Insurance purposes. Well versed in MAS-90 Accounting system, Computerized Payroll and LOTUS 1-2-3.

**Glen Ivy Financial Group, Corona, CA  
Assistant Controller for a Property Management company**

**1989 - 1990**

Managed department consisting of four staff accountants, an accounts receivable manager and a cash manager. Prepared and submitted budgets to boards of 13 timeshare resorts. Worked with CPAs on audits of the timeshares in addition to supervising daily General Ledger activities.

**Courtesy Services, San Bernardino, CA  
Financial Coordinator for Health services company**

**1986 - 1989**

Managed the General Ledger, Accounts Payable and Payroll areas. Created and trained staff in use of Lotus spreadsheets. Interfaced with outside CPA for annual audits in keeping with the City Franchise. Worked with the Company President to secure financing for capital investment.

**Consultant, Corona, CA**

**1982 - 1986**

Provided financial, accounting and tax services to individuals and small businesses.

**Bank Of America, Norwalk, CA,  
Worked in the note department.**

**1978 - 1982**