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**A Highly motivated and friendly person with positive attitude to work and strong work ethics, good ability to communicate with people & adapt under pressure in a professional manner, An eye for detail and ability to meticulously organize any work plan, Ability to successfully achieve the assigned goal individually as well as in a team. A self-reliant and hardworking individual with the drive to meet the challenging requirements of the organizations.**

**Objective:**

Obtain a suitable position, in a company that gives me the opportunity and learning environment where I can maximize my management skills, quality assurance, program development/enhancement, and training experience which in-turn will contribute towards the betterment of the Company, welfare of the stake holders and ultimately lead to an increase in customer satisfaction generating a work friendly culture within the organization.

**Personal Details:**

* **Date of Birth:** 20th July 1979.
* **Marital Status:** Married

**Summary:**

* B.Com. from Madurai University & MBA (Finance) from ICFAI
* Overall 12.6 years of experience.
* Having good management skills of strategy, analytical ability to co-late complex data to enable top level Management to take strategic decisions.
* Expertise in:

 Financial Reporting & MIS Reporting

 Strategic Planning & Budgeting

 Variance, Profitability & Competitive analysis

 Credit & Risk Management

 Product Costing & Margin Analysis

 Currency Hedging

 Finalization of Accounts, Audit & Book Keeping

 Cash Flow Projection

 Account Receivable & Payable

**Professional Experience:**

**Designation**: **Assistant Manager** - **Finance** (September 2010 to till date, Total 46 months).

 **Organization: GS Caltex India Pvt. Ltd.** a Lubricant company (50/50 joint venture of Chevron Corp. USA and GS Corp. South Korea).

# Responsibilities:

 **Planning & Analyst (MIS):**

* Preparation of Annual Operation/Business Planning & Budget Forecasting by gathering information from market/company history, considering Organization mission and goal and also with the Guidelines of MD.
* Monthly Business performance report with market trend and analytical review.
* Credit control, preparing credit matrix, debtors ageing analysis and Attending Credit Board Meeting.
* Responsible for monitoring and reviewing various reports like Revenue analysis – Price and volume variance reports, Cost center based cost analytical reports and preparing commentary with analysis.
* Quarterly/ annually business performance analysis indicating key performances.
* Managing independently the month end activities related to Management accounts and reporting.
* Preparing CMA & other report for bank loan(Limit).
* Preparation & updating of Report on market news, competition news etc to top management. Communicating with the internal and inter-functional units to understand the business dynamics.
* Preparation of MIS and various reports as required by the Management.
* Decision making on customer credit approval for credit billing.
* Decision making on Pricing and discounts proposals.
* Preparing Monthly cost sheet, decision making on Pricing and discounts proposals.

**Finance/Accounts**

* Oversee preparation of month-end, quarter-end and year-end Financial statements.
* Review all month-end closing activities including general ledger maintenance, balance sheet reconciliations and corporate/overhead cost allocation.
* Serve as a key point of contact for external/internal auditors. Independently handle the audit and timely completion of year end accounts.
* Excise Reconciliation of Financial Report with Excise Documents & pass Reco Entry in accounts, make analysis of PLA & Modvat Account.
* Inventory Management, Valuation of stock, Asset Management.
* Analysis & Review of Various Operating Expenses.
* Development ERP accounting package and training the users.
* Develop and implement accounting and administrative policies and procedures for a wide-ranging set of activities including financial accounting and reporting and other policies.
* Handling Cost Compliance Records. (Cost Compliance Certificate as well as Cost Audit).

**Designation - Finance Officer** (October 2008 to September 2010, Total 24 months)

**Organization: Punjab Chemicals & Crop Protection Ltd.** BSE/NSE listed Chemical and Pesticide Company.

#  Responsibilities:

* Oversee preparation of monthly, quarterly and year-end Financial statements.
* Preparation of Annual Operation/Business Planning & Budget Forecasting by gathering information from market/company history, considering Organization mission and goal and also with the Guidelines.
* Inventory Management, Valuation of stock, Asset Management.
* Responsible for monitoring and reviewing various reports like Revenue analysis – Price and volume variance reports, Cost center based cost analytical reports and preparing commentary with analysis.
* Linking with Group consolidation team, Finance and Commercial teams to implement ongoing reporting requirements.
* Monitor & Control over entire Accounts & Taxation activities which primarily consist of Financial Reporting, Preparation of Balance Sheet, Tax Audit & Handling Assessment Procedure.
* Statutory Compliances TDS, PF, Service Tax, VAT, CST, ESIC, PT, Cess, Advance Tax etc.

**Designation**: **Finance Executive** (October 2005 to September 2008, Total 36 months)

**Organization: Cost Plus Exports (Bombay).** A Garment manufacturing and Export Company.

# Responsibilities:

* Oversee preparation of monthly, quarterly and year-end Financial statements.
* Inventory Management, Valuation of stock, Asset Management.
* Preparation of MIS and various reports as required by the Management.
* Handling annual internal & statutory audit.
* Preparation of Cost sheet, monitoring order wise, product wise revenue, cost & margin analysis.
* Preparing CMA & other report for bank loan (Limit).
* Responsible for Account Receivable & payables.
* Currency hedging & forward booking.

**Designation**: **Finance Executive** (February 2002 to September 2005, Total 44 months)

**Organization: Ruia Exports Limited, Mumbai.** A Garment manufacturing and Export Company.

# Responsibilities:

* Oversee preparation of yearly Financial statements.
* Inventory Management, Valuation of stock.
* Handling annual internal & statutory audit.
* Responsible for Account Receivable & payables.
* Book Keeping, Bank Reco & other basic accounting work.

**Academic Qualifications:**

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| --- | --- | --- |
| **College / University** | **Course Name** | **Course Completed In** |
| ICFAI University – Hyderabad | MBA (Finance) | Sept-2014 |
| ICFAI University – Hyderabad | Advanced Diploma in Management | October-2013 |
| ICFAI University – Hyderabad | Diploma in Business Administration | January -2013 |
| Madurai Kamraj University  | B.Com | May-2007 |
| SVH Pre-University College-Bangalore University | HSC | March 1998 |

**Technical Skills**

* Computer Application (MS Excel, PPT, Other MS Applications)
* Certificate in Tally ERP.
* Full-fledged Understanding & Training of ERP Navision (Microsoft).

**Skills & Hobbies:**

* Playing Cricket, Volleyball and Badminton etc.
* Interacting with people, making friends.

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