**NAGESWARAN**

**NAGESWARAN.266915@2freemail.com**

**OBJECTIVE**

To pursue a challenging and growth oriented career in an organization that offer opportunities to learn &grow by delivering the results

**CAREER SUMMERY**

* A dynamic and sincere professional with unmatchable accounts skills having all round experience of 2 Years in accounts field.
* Excellent financial accounting knowledge.
* Excellent knowledge of account payable and account receivable process and procedures.
* Experience in using SAP (FICO) and other similar accounting software system.

**KEY SKILLS**

* Acquired knowledge on ERP package **SAP (FICO)** from Besant Technology at Tambaram, Chennai. Able to utilize SAP in a high technology environment for the following operations.

General ledger, Accounts payables, Accounts receivable, Purchase and sales Ledgers

Cash invoice,-Journal voucher posting,-Bank reconciliation in SAP
Purchase invoice booking in SAP using T-code MIRO for on line purchases and direct payment through FB 60.

Verifying the goods receipt in ME23N and entry of inward goods in MIGO (Stores Procedures)
TDS deduction on all Payment like Rent, Interest and Salary.
Creation of Vendors and Customers master and creating and maintaining fixed assets in SAP.

* Through knowledge on accounting package **Tally ERP 9.**
* Working Knowledge on MS-office(MS-word, MS-Excel, MS-power point)

**PERSONALITY TRAITS**

* Highly interpersonal skills to work as team.
* Positive thinking and hard working.
* Excellent communication skills.
* Strong analytical skills

**WORK EXPERIENCE**

**Company Name : CPF India private limited, Chennai (unit of C P group Thailand**)

Designation : Acc ountant

Duration : February 2015 to January 2016.

**ROLE AND RESPONSIBILITIES**

* Book keeping like Journal and Bank entries.
* Recording of Goods receipts and maintaining stock levels.
* Preparing Manual & Online purchase Request (PR)
* Order to Cash (OTC)

**Accounts Receivable and Accounts Payable**

* Preparing all receipts and Payment vouchers on daily basis (AR and AP) transaction.
* Entries in Accounts Payable and Accounts Receivable (AP) &(AR) registers.
* Collection of Cash & customer wise follow-up for aged debtors.
* Petty cash Maintenance & Preparation of petty cash voucher in SAP.
* Preparation of sales invoice and distributed to sales team.
* Customer Invoice Processing, Matching with the cash receipts, Reversing for corrections and Clearing of all correct invoices.
* Preparation of Weekly & Monthly Bank Reconciliation statement(BRS)
* Maintaining Stock Levels.
* Preparation of Monthly Financial reports, MIS like Daily Collection Report, Monthly Petty cash expenditure.
* Analysis of reports on monthly basis of all the expenses statement-Department wise.
* Preparation of Journal Voucher (J.V) for inter - branch transaction and month end (J.V) for Accrued expenses
* Credit Note and Debit Note preparation and entry in the system.
* AR and AP reconciliation
* GTS (goods transfer slip) verification and updating (keying )

**Company Name : V Natarajan & Co, Chartered accountants, Annanagar, Chennai**

Designation : Assistant accountant

Duration : May 2013 to January 2015

**ROLE AND RESPONSIBILITIES**

* Verification of all transactions on daily basis in Tally, maintaining books of accounts.
* Verification of Bank reconciliation statement and debtor, creditor reconciliation statement.
* Physical verification of fixed assets with F A register and checking and computing depreciation.
* Sales & purchase ledger total reconciliation and calculation of VAT.
* Filing of Service tax & Sales tax Returns, E-TDS Returns, Income Tax E Return & other Govt Taxes Calculation and filing
* Audit of Financial statements on monthly and yearly basis.

**ACADEMIC QUALIFICATIONS**

**Master of Business Administration (MBA) specialisation with Finance**

SRM Arts and Science College, Kattankulatur, Chennai (2011-2013)

Affiliated to University of Madras

**Project undertaken**

**Main project** : **Cash management** with special Reference to Madras **cement Ltd**,Chennai.

 (Cash flow and Fund flow statements)

Duration : Jan2013-April 2013

**Summer project**: A study on Effectiveness of Training at **L G Balakrishnan & Bros Ltd,** Coimbatore.

Duration : 07-may-2012 to 21-may-2012

**Bachelors of commerce (B com)**

Mannar Thirumalai Naicker college, Madurai (2008-2011)

Affiliated to Madurai Kamarajar University

**DECLARATION**

I hereby declare that the all above information provided is true to the best of my knowledge.