

## [MUTHUSAMY.28439@2freemail.com](mailto:MUTHUSAMY.28439@2freemail.com)

**Senior Officer (ACCOUNTS)**



Seeking Accounts position where Fifteen Years of Accounts & Finance experience will add value.

# Professional Exposure



Strong **Accounts** background includes Accounting, Financial management, Auditing, Stores and Administration management.

Good experience in **Construction** accounting. Experience in ERP, Tally ERP 9 and well versed in MS Office applications and accounting packages. Able to prepare financial reports and statements.

A strategic planner with expertise in analysing existing systems & procedures, preparing annual operating plans, designing internal control systems and facilitating effective decision­making.

Proficient in preparing and maintaining statutory books of accounts and financial statements; co­ordinating with auditors for internal audits.

Exposure of working in SAP environment; well versed with MS Office.

Excellent communication & analytical skills with experience of working in computerised environment.

# Core Strength



Financial Planning Accounting Functions Fund Management Auditing

MIS Reporting Variance Analysis

# Core Competencies



## Finance & Accounts

Presenting a true & fair view of the financial position of the company by preparing daily / monthly / yearly financial statements viz, MIS Reports, Trial Balance, Profit & Loss, Balance Sheet, Annual Reports, Fund / Cash Flow, Variance Analysis, Segment Report, Contributions, Stock Valuation, etc.

Compiling & analysing the reasons viz MIS reports on profitability position.

Conceptualizing, implementing and supervising general ledger and financial reporting processes and compliance of accounting standards.

## Financial Planning

Assessing working capital requirements both fund based such as Cash­Credit limit, Bills Discounting Limit, Book Debt Limit, Export Packing Credit Limit, Letter of Credit Limit & Bank Guarantee.

Computing Blocked fund status of the company & planning recovery.

Liaison with banks for fund raising & term loan, preparation of budgets, financial forecast & MIS. Presenting Ratio Reports on Financial Aspect of the company

## Auditing/ Taxation

Handling / Controlling Filing of return with R.O.C via Balance Sheet. Handling / Controlling – Income timely payments, E­Filing, TDS Certificates. Handling external & internal auditors & tax authorities.

Controlling Excise monthly Return, CERA / IA Audit, liaison with Excise officials for excise related issues, Service Tax & payments liability.

Handling / Controlling VAT returns, Sales Tax Assessment.

**Organizational Experience**



## Coromandel Engineering Company Ltd., Chennai.

Designation : Senior Officer (ACCOUNTS) Location : TPI Project, Tiruttani.

## Consolidated Construction Consortium Ltd., Chennai

Oct. 2013 ­ Till Date

Mar. 2011 ­ Oct. 2013

Designation : Senior Officer (ACCOUNTS) Location : Regional Office, Hyderabad.

## Consolidated Construction Consortium Ltd., Chennai

Designation : Senior Executive (ACCOUNTS) Location : Aditya Sarovar Hotel Project,Hyderabad.

## Consolidated Construction Consortium Ltd., Chennai.

Designation : Senior Executive (ACCOUNTS) Location : Viceroy Hotel Project, Hyderabad.

## Consolidated Construction Consortium Ltd., Chennai.

Designation : Executive (ACCOUNTS)

Location : ITC PSPD Project, Bhadrachalam. (AP State)

## Consolidated Construction Consortium Ltd., Chennai.

Designation : Site Accountant Location : Raheja IT Park, Hyderabad.

## Consolidated Construction Consortium Ltd., Chennai.

Designation : Site Accountant

Location : Niloufer Hpl. Project, Hyderabad.

## Consolidated Construction Consortium Ltd., Chennai.

Designation : Store Keeper

Location : International Tobocco Ltd., Ghaziabad.

## JMC Projects (I) Ltd., Ahmedabad.

Designation : Senior Store Asst.

Location : GE International Services, Uppal, Hyderabad.

## Popular Foundation (P) Ltd., Chennai.

Designation : Store Asst.

Location : A.M. Engg. College, Tanjore, (Tamil Nadu)

# Academics



Dec. 2008 ­ Mar. 2011

Mar. 2007 ­ Dec 2008

June 2006 ­ Mar. 2007

Dec. 2005 ­ June 2006

Oct. 2004 ­ Dec 2005

Apr. 2004 ­ Oct. 2004

Feb. 2002 ­ Apr. 2004

Jan. 2000 ­ Feb. 2002

M.A., (Economics) ­ M.K. University, Madurai. (TN) MFM (Master of Financial Management) ­ Annamalai University, (TN) PGDMM (Materials Management) ­ Annamalai University, (TN) PGDCA (Computer) ­ BDPS Computer. Type Writing English Senior Pass Type Writing Tamil Junior Pass CCA (Chartered Certified Accountant)



# Job Involved



Daily cash book tallying with physical Cash (with denomination) Daily updating of JCL

Tally JCL with FCL

Daily labour Strength to be taken

Daily interaction with Stores, Time Office, and Security personnel Daily site visit rounding twice a day

Weekly accounts closing with indents, personnel account clearing, attendance to HO in time Staff accommodation & Staff welfare

Subcontract bill verification with arithmetic & and Taxes like Income tax, Works contract Tax & Service Tax and on time submission to Audit Dept

Interaction with the Client for the Client Payments and submission of bills and certified bill copy to RO accounts before 2nd of every month

Cross verification of material received to purchase order (whether it is a same brand, quality and specimen etc.)

Vehicle Log book to be maintained and to be verified on daily basis.

Rent Deposit, Diesel deposit, Cylinder deposit, EB deposit and labour deposit etc., should be followed up

Properly maintenance of records

Properly maintenance of Plant & Machinery Fund arranged for site activities

Physical Stock verification for fortnightly PJV prepared for fortnightly

JV prepared for fortnightly Monthly Budget for site Monthly stock statement Monthly Job Cost Ledger Monthly Client Bill (sales )

Monthly payment collection from client

Monthly client bill payment outstanding statement Subcontractor Reconciliation statement

Bulk Material Reconciliation statement

Bank balance maintenance & Bank reconciliation statement Preparing ERP Sub contractor’s & NMR Bills

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