**CV No 1945194**

**RESUME**



###### S.SEKAR

### CAREER OBJECTIVE

To seek a challenging and higher position in the field of Finance and Accounts.

### EDUCATIONAL QUALIFICATION

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|  Qualification | Name of the University | Year of passing  |
|  **M.Com.,** | University of Madras, Chennai | 1984 |
|  **MBA-FINANCE** | Annamalai University, Chidambaram | 2000 |

### COMPUTER EXPOSURE:-

**SAP/ERP-FI Module -** Functional Experience, Orion ERP, Tally ERP-9, MS Office -MS-Word & Excel.

**PROFESSIONAL EXPERIENCE :-**

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| **Company** | **Designation** | **Duration** |
| - | Chief Accountant  | 2015 Nov - Till Date |
| Mohan Breweries and Distilleries Ltd Pondicherry | MANAGER- ACCOUNTS  | Sep’12-Oct‘15 |
|  IVRCL Limited  Kochi- Kerala State | MANAGER-ACCOUNTS | Oct 09 - Aug’12 |
| Manatec Electronics Pvt LtdChennai | DGM –FINANCE | Oct’04 - Sep’09 |
| Mohan Breweries and Distilleries Ltd. Chennai |  ASST MANAGER -ACCTS | Oct’95 - Sep’04 |
| Aban Construction Pvt LtdChennai | ACCOUNTANT | Oct’92 -Sep ‘95 |
| Eswaran and Sons Engineers Ltd. Easun Group Chennai | ACCOUNTANT | Mar’87 -Sep ‘92 |

**PROFESSIONAL EXPERIENCE**

Title**: Chief Accountant (Dubai Region)**

Duration: 2015 Nov – till date.

A leading Engineering, Construction and Project Management Company with sizable operations in the Arabian Gulf and Middle East region.

**Nature of Work**

* Managing a team of Accountants for smooth & timely execution of various accounting processes.
* Job costing
* Preparation of monthly MIS and financial statements of the Dubai region companies.
* Management of Accounts Receivables and Accounts Payables.
* Preparation of Inter-company reconciliation & bank reconciliation statements.
* Monitoring the actual performance, profitability and variance analysis of jobs.
* Liaison with Auditors and Banks.
* Work order control towards work done & Billing on clients
* Analysis of GL account up to finalization year end process for audit

### JOB PROFILE:-

### Responsible for overall accounting function by ensuring the proper maintenance of books of accounts and other related records. Job involves supervise a team of qualified Assistants and responsible for normal Accounting and Auditing Function, timely completion of Audit under Companies Act and Income Tax Act. Implementation and effective monitoring of Credit Control, Budgeting, Cost control.

**MIS Report :**To submit time bound report as required by the management, such as Operating Statement ,Production, Sales, Closing Stock, Cost Statement, Product cost analysis ,Age wise analysis of debtors/creditors statement. Responsible for over all Financial Accounting, Material Accounting, GL Accounting, customer account reconciliation, pay Roll Accounting etc. Monthly preparation of Profit & Loss Account and Balance Sheet as per revised Schedule VI and all other accounting function.

**Letter of credit**: Opening of LC, Bank guarantee etc and dealing with bank for LC negotiation, other matter relating to LC & sourcing of finance

**Export:** Responsible for daily dispatches and Billing including the preparation of Export document such as UT-1, ARE 1 ,Export invoice and Packing list etc.

**Insurance :** Lodging of Insurance claim in respect of Fire/Transit loss and MBD Policy.

**Central Excise :-** Online filing of monthly ER1 Excise return .Responsible for overall maintenance of Central Excise records. Furnishing the necessary details for completion of EA Audit 2000, CERA audit and attending hearing up to before the office of the Asst commissioner of Central Excise.

**Service Tax Compliance**: Online filing of Service tax Return , Availment of Service tax input credit, compliance of service tax related to reverse charge mechanism such as input credit ,Remittance of service tax under GTA, Manpower Recruitment Agency and Security establishment etc.

**Sales Tax/VAT** : Online filing of Monthly sales tax return both VAT as well as CST Return, Responsible for collection of all sales tax concessional forms and submission of C.Form thro on line. Attending the sales tax assessment work including Appeal before Appellate Authority.

**Income Tax/TDS Advance Tax Compliance**: Dealing with IT Dept towards IT Assessment, Advance Tax planning-Income Tax &TDS deduction &compliance.

**Company Secretarial activities:-**Creating charges with ROC for any new loan arrangement , Filing of Balance sheet & profit and loss account, Preparation of Minutes for Board Meetings, coordinating with company secretary for obtaining compliance certificates to be filed with ROC on timely basis and maintenance of statutory registers.

**Project Accounting:**

# Finalization of Accounts at regional level, finalization of Accounts of all Sites Inventory Management: Major Material reconciliation, Monitoring Std Qty with actual Qty. follow up of non moving items etc. MIS: Preparation of Monthly MIS reports, deviation reports, other report regarding Monthly review meetings. Working Capital Management: Day to day working capital management, collection follow up, handling Creditors and contractors, EMD, BG monitoring etc. Contract Management: Critical evaluation of Work orders before releasing to sub-contractors in line with Project Cost Analysis. Tender Co-ordination : Preparing cash flow statement for execution before tendering Indirect Tax Compliance : TDS, Service tax , WCT & other tax Laws Project cost monitoring : Project-wise cost monitoring with reference to their respective PCA and to highlight the same to management

### PERSONAL PROFILE

 Date of Birth : 07-04-1961

 Father’s Name : T. Samiyappa

#  Marital Status : Married

 Nationality : Indian, Hindu

 Languages Known : Tamil, English

# Key Strengths

Self Motivated and ability to work under pressure.

Excellent inter-personal skills and a good team player.

With sound accounting and MIS aptitude.

Current Ctc : AED 8500.00 PM plus Accommodation

##### DECLARATION

 I hereby declare that the information furnished above are true and correct to the best of my knowledge and belief.

# Place : Chennai S. SEKAR

Date : 30.11.2016

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| **S.SEKAR – CV No 1945194**To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on cvcontacts@gulfjobseekers.comWe will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |