**CURRICULUM VITEA**

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**RAMESH**

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**JOB OBJECTIVE**

Seeking mid-managerial level assignments in Accounts & Finance with an organisation of repute in Retail & Trading industry,

**PROFILE SUMMARY**

* A competent professional with 14 years of experience in:

MIS Reporting Finance & Accounts Team Management

Training & Development Reconciliation Collection

Shipping Import & Export Document Controler

* Proven abilities in administering financial functions accounting, tax planning & settlement of payments by working with all stakeholders (both internal & external) , preparing VAT Returns, and other govt. monthly returns
* Demonstrated excellence in handling financial processes on the basis of inputs received from various clients and conducting variance analysis to determine difference between projected & actual results
* Expertise in handling reconciliation of Accounts Receivable, Trial Balance & General Ledger Control Account in bank
* Proficient in conducting scrutiny of creditors’ & debtors’ accounts, handling negotiations & payments to suppliers, checking inventory level & managing documentation to analyse the expenditure on a regular basis
* A team leader with strong communication, analytical and organizational skills

**CORE COMPETENCIES**

* Attending & conducting internal audits, evaluating financial control systems with a view to highlight shortcomings and implementing recommendations by auditors as per standard norms
* Checking the accounts payable to ensure completeness of recording liability by timely ensuring that accurate claims are filed with vendors and receivable collected on time
* Implementing systems, procedures & manuals for preparation of statutory books of accounts & financial statements in compliance with statutory requirements
* Coordinating with banks for overseas payments and with clearing agents for clearing of goods.

**ORGANISATIONAL EXPERIENCE**

**Since March ’14 JEE Engineers & Builders, India**

Growth Path / Assignments Handled:

Accounts Officer Cum Document Controler

**Since Feb’12 to Fep ‘14 Parvathi Textiles Centre., Brunei:**

* Looking after deposits of the collections in the branch, Accounting of books on day to day basis
* Help the Junior Accountant to prepare ORIS for Retail shop,
* Helped him to implement and correcting the books in ORIS Business One Software
* Handled the branch admin in the absence of Branch Manager on his vacation
* Implemented the his own Software in the Kanchan Group of Company., Philippines., They were maintain in Excel sheet since incorporation
* Closely monitoring funds position in the bank.
* Preparing Daily report of company on daily report
* Updating the same in Oris software on Daily basis., and training the local staffs.
* Preparing monthly report on time submission to the management
* Preparing & submitting VAT return for the company,
* Verified & processed cheque deposits of local suppliers as well as PDC
* Closely working with banks for documentation for overseas funds transfer for supplier in overseas.
* Initially co-ordinated with Shipping agents for clearing of goods and latter handed over Shipping deportment due excess of work.

**As Shipping Import & Export Document Controler:**

* Preparing Custom Invoices for the E-custom.
* Doing the Custom Declaration for Import & Export the goods.
* Preparing Bill of lading, Delivery order, and Container Movement order.
* Doing custom Declaration of Ministry of Custom.
* Doing Registration of Food item to Ministry of Health.
* Doing Health approval permit for Import & Export goods from the Government.
* Doing Ministry of Pharmacy process like register the Cosmetics item and Medicine.
* Gathers data to assist with preparation of key reports; distributes as required.
* Plan and Supervise export shipments.
* To Understand and follow the import export policies.
* Responsible to recheck the documentation of each and every activites relating to import and export.
* Manage the inventories record.
* To prepare and submit necessary document relating to import and exports
* Manage sales by contacting distributors.
* Negotiate with distributos and repective people relating to price quotations.
* Keep track of invoices and prepare necessary reports
* **Achievments**
* Completed work on time without failure
* Maintained smooth work flow

**Since March ’03 Dec ’11 Hua Ho Department Store., Brunei.**

**As Accounts Assistant-Retail Outlets (Department Store-Hua Ho Group) :**

* Looking after basis deposits of the showrooms
* Booking and checking the bills of the local suppliers
* Co-ordinating with the banks for collecting collections from various showrooms
* Helping the showrooms through remote login for various schemes, process & stock issues
* Conducting periodical / age wise stock verifications and helping Internal Audit Team
* Updating the Daily Sales Reports for all locations
* Checking the systems for sales vs collections for all showrooms
* Liaised with seniors and colleagues & branches for Brunian training & data entry
* Worked as Data Administrator for My Bms for installing & maintaining files at all locations; controlled the price, discount & negative stock billing and checked the data at head office from various locations on a daily basis
* Prepared daily report on various sales & bank position for senior management

**Highlights: Since March’03 Oct ’06 EDP Team Leader**

* Recognised for helping the EDP Team to reinstall retail software My Bms
* Instrumental in working as one point of contact of 6 showrooms for implementation of software involving price loading, schemes updates in the system, discount controls, stock movement between showrooms and approval for purchases for showrooms
* Nominated by the company to attend training on My Bms Software
* During this period we have introduced through the system discount controls, schemes and consolidated P&L, balance sheet for all locations. And various sales report in regards to qty wise sales, brand wise sales.
* And management started experienced the improvement in the system in stocks management, and discounts and schemes.

**PREVIOUS EXPERIENCE**

* **Auditing firm owned by Mr.M.Sasikumar, C.A., Sales Tax Practitioner and Income Tax Practitioner, Mayiladuthurai (India)**
* **As an Accounting Consultant, April 1997 to NOV 2002.,**
* Preparing and analyzing accounting records and financial statements reports.
* To assess accuracy and conformance to reporting and procedural standards of the reports.
* Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements
* Studying the reports given by auditors and CA and submitting it to the Management  
  Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
* Avoiding outstanding expenses and managing the petty cash.
* Establishing table of accounts.
* Assigning entries to proper accounts.
* Preparing periodic reports to compare budgeted costs to actual costs.
* Using accounting tools wherever necessary.
* Handling ledger accounts and keeping the check for any invoices or payments.
* Making use of technology to develop, implement, modify, and document record keeping and accounting systems.
* Preparing forms and manuals for accounting and book keeping personnel  
  Survey operations to ascertain accounting needs .
* To recommend, develop, and maintain solutions to financial problems of the business.
* Work as Internal & external revenue service agents.
* Taking care of resource utilization, tax strategies underlying budget forecasts and suggest management the solution.
* Provide internal and external auditing services.
* Advise clients in areas such as compensation, employee health care benefits, the design of accounting and data processing systems etc.,
* Investigate bankruptcies.
* Providing support to client in front of taxing authorities during litigation involving financial issues.
* Valuation of company assets and liabilities.
* Maintaining and examining the records of government agencies. Serve as business valuators.

**EDUCATION**

1997 B.Com. from Dharmapuram Adhinam Arts College, Mayiladuthurai affiliated by Bharathidasan University, Trichy

2000 M.Com. from Annamalai University, Chidambaram

**PERSONAL DETAILS**

Date of Birth: 07 Aprli 1977

Languages Known: English, Tamil, and Malay

Nationality: Indian

Gender: Male

Marital Status: Married

Number of Dependents: 2

Visa Status Visit Visa valid 20 Fep 2017

References: Available upon request