Pandiarajan

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**Career Objective**

To secure a middle management position in a highly professional and progressive organization, where my existing skills in area of Accounts & Finance can be utilized and enhanced.

**Experience Summary**

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| --- | --- | --- |
| **Period** | **Organization Name** | **Designation** |
| **Since October’2012** | **-** | **Accountant** |
| **Nov ’2010 to Oct ’2012** | **Watanmal India Pvt Ltd,**  **Chennai.** | **Executive – Finance** |
| **Nov ’2008 to Oct ’2010** | **PSTS Heavy Lift & Shift Pvt Ltd,**  **Chennai.** | **Executive – Accounts** |

**Core Competencies**

**Essential Systems & Services**

* Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts
* Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
* Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents.
* Analyze revenue and expenditure trends and recommend appropriate budget levels, and ensure expenditure control.
* Preparation of costing sheet for various jobs, advising top management for effective cost control & saving.
* Coordinating with auditors for Finalization of books of accounts during audit.
* Supervise the input and handling of financial data and reports for the company's automated financial systems.
* Preparing of Stock Aging, Debtors ageing statements.
* Follow up for import , export payments and monitoring
* Preparation of Bank Reconciliation Statement as on date.
* Reconcile intercompany accounts and post eliminating journal entries.
* Managing Finance Section, with daily planning for funds and disposal payments of various capitals, revenue expenditure, bill discounting, monitoring ILC/FLC's and Bank Guarantees.
* Opening LC for inland and foreign party, bank guarantee for the import & PGB for the purchase.
* Checking and verification of purchase order and sales order, monitoring work in stores and Arranging for physical stock verification/stock taking at the end of financial year with statutory and internal auditors, reporting deficiencies to concerned.
* Expertise in ORACLE for the all the modules such as Accounts Payable, Accounts Receivable, Cash Management, General Ledger and Inventory Modules.
* Explain billing invoices and accounting policies to staff, vendors and clients.
* Maintaining good relations with Banks and clients.
* Resolve accounting discrepancies.
* Recommend, develop and maintain financial data bases, computer software systems and manual filing systems.

**Watanmal India Pvt Ltd**

* Preparation of books of accounts in Tally.
* Raising sales and coordinating with customer and vendors.
* Raising purchase order and coordinating with Suppliers and vendors
* Confirming the status of goods on transit with the logistic Department.
* Preparing of Stock Aging, Debtors ageing statement.
* Supervising day-to-day accounts activities,
* Preparing and Confirming Direct expenses relating to Import.
* Computation of Stock in various warehouses.
* Preparation of daily sales report for 8 branches for Nigeria location ,
* Preparation of Bank Reconciliation Statement as on date.
* Preparation of Customer & Stock Reconciliation (Monthly).
* Coordinating with auditors for Finalization of books of accounts during audit

**PSTS Heavy Lift & Shift Pvt Ltd**

* Prepare monthly, quarterly audited consolidated financial statement
* Performed Accounts payables & receivables function for heavy equipment service.
* Managed various branches of accounting with responsible for budget forecasting.
* Maintaining Bank reconciliation statement for every 15 days in a month.
* Preparing profit and loss a/c at the end of every month.
* Monitored and recorded company day to day expenses.
* Prepare weekly confidential service report for presentation to management.
* Generating of import and export bills.
* Reconcile intercompany accounts and post eliminating journal entries
* Preparing transportation, crane, and forklift bills for every month end.
* Maintaining MIS report in a day to day basis.

**Education**

1. MBA from K.S.R College of Engineering (AnnaUniversity Chennai) in 2008.
2. B.Com from M.K.University Evening College (M.K University) in 2006.

**Technical Skills**

1. Proficient in MS-Office,
2. Working knowledge with Tally ERP Software,
3. Working knowledge with Oracle Software.

**Personal Details**

Sex : Male

Date of Birth : 29 March 1986

Language Known : Tamil & English

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