**RESUME**



**Rajiv**

[**Rajiv.352732@2freemail.com**](mailto:Rajiv.352732@2freemail.com)

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**Objective**

To work for a prestigious organization where I can impart my technical skills and expertise in the field of accounting and be a part of a dynamic, dedicated and hardworking team who will be working hand-in-hand for the realization of the company's ultimate goals and objectives.

Demonstrated success in win-win compromises and developing team building.

**ACADEMIC DETAILS:**

**2005 - 2007**

* **M.BA.** in Mohamed Sathak Engineering College, kilakarai, affiliated to Anna University.

**2002 - 2005**

* **B.Com.** in Yadava Arts and Science College, Madurai affiliated to Madurai Kamarajar University.

**PROFESSIONAL DETAILS**

**1. T.Choithram &Sons LLC – Dubai**

**(MAR 2014 to Till date)**

**Accountant**

**Job Profile:**

* Preparing the statement of daily cash collection & sales.
* Cash handling and managing petty cash expenses.
* Preparing payrolls.
* Payment Collection.
* Preparing credit Customer Statement.
* Preparing Bank cash.
* Verify and process the invoices.
* Documentation.
* Cash verification.
* Bank reconciliation.
* Knowledge on SAP operation and entry of Transactions.
* Posting of sales statement in proper GL, after proper verification.
* Chasing outstanding Customer Accounts.
* Preparing Bank cash and depositing.
* **SAP, Citrix application, chief application, payroll application**

**2.Nitraa Furnitures (P)Ltd –CHENNAI**

**( Jan 2013 to Jan 2014)**

**Assistant Accountant**

**JOB RESPONSIBILITIES**:

* Maintaining Associates personal file, Grievances Register and Leave Registers.
* Maintaining Register as per the shops and establishment and Contract Labour, Minimum wages, payment of wages, and Bonus Act.
* Salary Payable Reconciliation and Processing Full & Final Settlement
* Handling all employee benefits includes ESI, PF, Gratuity and superannuation.
* Handling reimbursements includes Medical, Mobile, and LTA, Fuel, Maintenance and Driver salary
* Preparing monthly MIS reports including Attrition analysis, Manpower analysis and cost center updating.

**3. TVS Logistics Services Ltd –CHENNAI**

**(June 2010 to Jan 2013)**

**Executive - HR**

**JOB RESPONSIBILITIES**:

* Handling Payroll process for 2000 employees through ERP
* Annual CTC Reconciliation
* Re-Imbursement Processing and Report preparation
* Income Tax return filing for Salary
* Payroll Input & Output Validation
* Salary Payable Reconciliation and Processing Full & Final Settlement
* Handling all employee benefits includes ESI, PF, Gratuity and superannuation.
* Handling reimbursements includes Medical, Mobile, and LTA, Fuel, Maintenance and Driver salary
* Processing Loan requests of the employees as per company policy for Pan India
* Preparing monthly MIS reports including Attrition analysis, Manpower analysis and cost center updating.

**4. Adecco India**

**HR Executive**

**Sep 2008 to May 2010**

**Profile:**

A leading end-to-end HR solutions company with a focus on Executive Search, Recruitment, Learning and Temporary Staffing services to client organizations.

**Roles and Responsibilities**

**Process / Payroll**

* Coordinating with clients to get the attendance details as per the attendance cycle.
* Preparing Leave report and maintaining leave trackers.
* Raising salary, conveyance, Leave Encashment and incentives invoice and preparing salary statement (error free) and send it to client as per the schedule.
* Ensuring salary payment Collection on time and Follow up for salary transfer.
* Preparing outstanding reports and collection follow up.

**Statutory Compliances Record Maintenance**

* Maintaining Associates personal file, Grievances Register and Leave Registers.
* Maintaining Register as per the shops and establishment and Contract Labour, Minimum wages, payment of wages, and Bonus Act.

**MIS Reports & Settlement Handling**

* Weekly and Monthly addition and Labour turn over and absorption details.
* Sending Client call and Open house conducted details.
* Collection and Revenue reports.
* Conducting Exit Interview.
* Preparing Full and Final settlement.

**Technical Skills:**

Operating System : MS-Office

Language : Beginner in ‘C’ and ‘C++’

Package and Database : AUTOCAD, DTP, TALLY

**Personal Information:**

Date of Birth : 28/5/1984

Gender : Male

Marital Status : Married

Nationality : Indian

Languages Known : English, Tamil, Hindi and Malayalam

Visa Status : Employment Visa

**Declaration:**

I hereby confirm that the information given in this form is true to the best of my knowledge and belief.