Jayavishnu

 Jayavishnu.360549@2freemail.com

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| **EDUCATION****MBA** in **Finance** with additional specialization in**Marketing** from Bharathiyar University, Tamil nadu-India -2010**Degreein Commerce** from M.G University, Kerala – India - 2007**SOFTWARE SKILLS**US Tax softwares(GoSystem, Globalfx, Synergy, WealthTecBNA, Audit System 2)MS OfficeOperating Systems(Windows 8, 7, Vista, XP) | **SUMMARY**An MBA graduate with over 6 years of experience in the fields of Finance and Project coordination. I am a driven, self-motivated and resourceful professional with specialized experience in two highly challenging fields. I also have the background of working in internationally acclaimed MNC’s like Deloitte Tax Services. Over the years, I have acquired sound analytical and IT skills and have mastered various management and leadership skills including planning, organizing, coordinating, networking, team building etc. Well-presented with excellent communication skills and having a commercial approach to solving problems and developing business, I am now looking forward to making a significant contribution with an ambitious company that offers opportunities for progression. **PROFESSIONAL EXPERIENCE****October 2015-February 2017: Project Coordinator– ESSENCE BIOTECH PVT LTD. Kerala, India****Description:**Overseeing and coordinating the running of specific projects involving the manufacturing and export of biotech products.**Responsibilities:*** Project feasibility study.
* Detailed analysis of projects including financial and economic viability.
* Identify, analyze, prioritize, mitigate and communicate project risks.
* Reporting project status to the Managing Director.
* Involved in interpreting performance data and translate this into practical improvements.
* Managed both customer and account data entry by inputting, reviewing, and updating information on multiple databases while ensuring client confidentiality.

**January 2013–May 2015: U.S Tax Analyst –** **DELOITTE TAX SERVICES INDIA PVT LTD. Hyderabad, India****Description:****Preparation and analysis of U.S tax returns for various clients.** Includes the quantitative presentation of financial data using various databases and softwares**.****Responsibilities:*** Preparation of Federal Tax returns forms 1065 and 1040 as well as State Tax Returns for (4-5) entities per year in real estate and manufacturing industry.
* Preparation of tax estimates and budget plans for fiscal year clients.
* 3 months project experience in Audit and Enterprise Risk Services
* (Deloitte internal deployment) for IT audit assignments for various clients.
* Worked on additional yearlong wealth planning projects which mainly involved preparation of suited retirement and investment plans for Deloitte partners, principals and directors.

**October 2010-December 2012: Senior Process Coordinator–FRAGOMEN INDIA PVT LTD.****Kerala, India.****Description:****Coordination and supervision of multiple projects for international and domestic clients and partner offices.****Responsibilities:*** Responsible for vital contributions to the team ‘Shared Services’ within prescribed timeframe with the highest degree of accuracy, thoroughness and efficiency.
* Setting up project discussions with clients on project guidelines, delivery schedules and other important points.
* Supervision and training of team members involved in projects and conducting quality checks of the transactions made by junior executives.
* Served as process lead and single point of contact for projects owned.

**APRIL 2007-JULY 2008: Senior Executive (Finance) – ESSENCE BIOTECH PVT LTD. KERALA, INDIA****Description:****Preparation of financial statements and their maintenance.****Responsibilities:*** **Management of purchases, payment of vendors, payment follow ups from buyers.**
* **Preparation of wages and salary statements of the firm.**
* **Monitoring the books of accounts of the firm.**
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