 Jayavishnu

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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, WealthTec  BNA, Audit System 2)  MS Office  Operating 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.** |