**Ethirajulu**

Email: ethirajulu.367805@2freemail.com

**Objective:**

 To pursue a highly challenging & creative in Finance space, where there is an immense scope for learning & effective contribution towards the organization’s goal and growth.

**Working Experience:**

* Working as a Financial & Administrator in **OASIS HOTEL RESTAURANT AND SPA**.

**Professional Experience:**

* Having 5+ years of experience in Finance domain handling the Financial reports, Annual audit process in **liaise with external auditor** etc.,

**Academic’s Experience:**

* Having completed iGNIIT course completion in NIIT - Chennai

**Career History:**

1. Senior Accountant

Organization : Oasis Hotel Restaurant & Spa

Team Size : 4

Role : Managing the Finance

Period : 06-05-2016 to Till Date

Last Working day : April 12th 2017

CTC : 1200 $ PM

Responsibility:

* Create monthly and annual reports to identify results, trends, and financial forecasts.
* Manage cash flow by tracking transactions and regularly reviewing internal reports.
* Suggest updates and improvements for accounting systems, including payroll and invoicing.
* Ensure that all financial transactions are properly recorded, filed, and reported.
* Establish and implement financial reporting systems to comply with government regulations and legislation.
* Collaborate with auditing services to ensure proper compliance with all regulations.
* Examine all financial reports and data closely to check for discrepancies.
* Create systems to prevent errors in data collection and calculations.
* Report to the Management with timely and accurate financial information.
* Managing the Bank accounts and foreign currencies payments.
* Organizing the payments for the suppliers on time.
1. Accounts & Admin Manager

Organization : Sakthi Hospital & Research Centre

Team Size : 4

Role : Managing the Finance & Admin activities

Period : 05-12-2011 to 05-05-2016

CTC : 30,000 PA (INR)

Responsibility:

* Involved in System Study, Design, Development and Testing of the Report.
* Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements.
* Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
* Oversee and lead annual budgeting and planning process in conjunction with the ED; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization’s financial status.
* Manage organizational cash flow and forecasting.
* Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
* Update and implement all necessary business policies and accounting practices; improve the finance department’s overall policy and procedure manual.
* Effectively communicate and present the critical financial matters to the board of directors.

Qualifications / Affiliations

* **M.B.A** in Finance from Jaya College of Arts and science with 72% aggregate from Madras Univ.,
* **B. Com CS** in Finance from D.G. Vaishnava college of Arts and science with 65% aggregate from Madras Univ.,
* **H.S.L.C** from Sir M.C.T.M Higher secondary school with **76%** aggregate.
* **S.S.L.C** from Sir M.C.T.M Higher secondary school with **82%** aggregate.
* Knowledge on MS Office – Excel, PPT, Word etc.,

Professional Achievements

* 1st Prize in international seminar in Apollo Engg., college.
* Runner up in Paper Presentation.
* Participated in international seminar conducted at Namakkal.
* Participated in international conference.

Languages

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| --- | --- |
| English, Tamil | Read, Write & Speak |
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Personal Information

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| Date of Birth | 12th Aug 1989 |
| Marital Status  | Single |
| Nationality | Indian |