**RESUME**

**VISWARAJ Email:** viswaraj.375515@2freemail.com ****

**Passport Expiry date: 11/05/2027**

Career Objective:

To seek a responsible and challenging position in an atmosphere that nurtures learning and enables me to employ and enhance my knowledge and skills and at the same time allows for significant contribution towards the efficiency of the organization.

Educational Qualification:

* **Master of Business Administration from ICFAI National College, Kannur, under ICFAI University in 2008 with 6.3 CGPA.**
* **Bachelor of Business Management from MIC Arts & Science College, Chattanchal, affiliated to Kannur University in 2006 march with 67.33%**

Work Experiences:

**9+ Years of professional experience in Finance and General Ledger accounting.**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Date*** | ***Organization*** | ***Department*** | ***Designation*** |
| May’08 - Mar'12 | WIPRO BPO | General Ledger | Senior Accounts Officer |
| Mar'12 – Mar’15 | Flextronics Technologies India Pvt Ltd, Chennai | General Ledger | Specialist |
| July’15 – May’16 | Ora invest, Angola | F&A | Accountant |
| July’16 – Sep’17 | Exsodel Technologies Pvt Ltd | F&A | Accounts Specialist |

Exsodel Technologies Pvt Ltd (Jul 2016 to Sep 2017):

Worked as **Accounts Specialist** in **Finance** department and my roles and responsibilities are as under:

* Handling a team of 4 members.
* Reviewing the team member’s daily activities and coordinating with the management.
* Reviewing and approving the Necessary journal entries.
* Reviewing the Balance Sheet reconciliations prepared by the team in accordance with the guidelines.
* Providing the Consolidated BS reconciliation to the Client for their review.
* Participating the BS recon reviews with the client and update the team on necessary action points.
* Update clients with necessary supporting documents on the corrections.
* In case of emergency, help the team on completion of action points before the deadline.
* Tracking the month end closing activities timely and necessitates the team on completing the activities on time to ensure smooth book closure.
* Reviewing the Trial Balance and the PL before the ME close, especially Fixed assets, Prepaid and accruals.
* Taking note of Month end journals like Accruals, Depreciations and amortizations and specific client requests and updating the team to complete while reverting the client on the progress.
* Updating the client on each activity on the month end.
* Preparing the sales reconciliation and client review to ensure the correct sales record every month.
* Making sure that all the management policies have been followed by the team without any exception.
* Coordination with internal and external auditors, as and when required.
* Coordinating with the HR team in case of any employee issue to be addressed to HR team.

ORA Invest – Supermarket Chain in ANGOLA (Jul 2015 to May 2016):

Worked as **Accountant** in **Finance** department and my roles and responsibilities are as under:

* Responsible for Managing the petty cash and expenses of one of the stores.
* Responsible for booking the Daily petty cash/Expenses of 5 stores, following up for any discrepancies related to the expenses.
* Preparing and updating the prepaid rent/prepaid taxes of the building.
* Preparing the monthly sales tax calculations on the basis of the total sales of the month.
* Reporting the category vise sales report to the top management.
* Making sure all the operating expenses for the month has been recorded.
* Budgeting for weekly petty cash required for the next week based on the last week expenses.
* Preparing the payment file for the suppliers on the basis of the due date and send them the checks or transfer the fund via online banking and Booking them in the ERP.
* Validating the supplier invoices as per the price list of the products, any discrepancy found, sending back to receiving department for requesting the justification of the price change with the Purchase management team.
* Yearly budget for sales for each store.

Flextronics Technologies India Pvt. Ltd, Chennai (March 2012 to March2015):

Worked as **Specialist** in **General Ledger** department from and my roles and responsibilities are as under:

* Part of GL team that handles the function of **Balance sheet reconciliation**, **finalization of TB**& ledger account balances in accordance with the GAAP & other statutory compliances.
* Booking the recurring entries like prepaid amortization, Accrual entries according to the nature of expense occurred and requirement arose.
* Review and move all the non-trade Interco AP and AR balances to trade accounts (Business partner).
* Creation & maintenance of Chart of accounts.
* Validates the various reports received from other teams like Bank Reconciliation, Invoice Copies & advising ledger accounts to cash application team for funds received.
* Ensuring the special account bookings for the period are done (capital and investments transactions, loan settlements, tax payments and accruals)
* Preparation of the Approved Journal Voucher compilation & helps the audit team in furnishing the required details.
* Booking the accrual for the Interco AP and AR of the invoices received and sent after ME cut-off date.
* Reviewing the team member’s daily activities and coordinating with the management.
* Reviewing and approving the Monthly journal entries by the team members.
* Going over the Balance Sheet reconciliations prepared by the team, providing the correction points as per the BS Recon guideline.
* Providing the Consolidated BS reconciliation to the Site/Controllers to review.
* Participate and coordinate the BS recon review with the Controller/Director and making sure the team get the review points correctly and reverting the site post the corrections by them.

Wipro BPO Chennai (May, 2008 to March, 2012):

Worked as Senior Officer in **General Ledger** department for an US based client and my roles and responsibilities are as under:

* As a corporate team we were responsible to pay the facilities & utilities expenses of the inter-companies and taking care of its booking.
* Booking of Payment of sales tax to the government.
* Cross-charging all the expenses to other inter-companies to which corporate pay on behalf.
* Booking prepaid amortization, accruals etc.

Personal Details:

|  |  |
| --- | --- |
| Name | Viswaraj  |
| Sex | Male |
| D. O. B | 26/05/1986 |
| Martial Status | Married |
| Nationality | Indian |
| Passport No & Expiry date | **11/05/2027** |
| email | Viswaraj.375515@2freemail.com  |

Declaration:

I here-by declare that the information furnished above is true to the best of my knowledge.

Date:

Place: Signature: Viswaraj