**DURAIRAJ**

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**Seeking SENIOR LEVEL assignments in Finance & Accounts with a growth oriented organisation of repute.**

**PROFESSIONAL SUMMATION**

* A dynamic professional with **over 34 years** of post-qualification experience, presently associated with **AL Fara’a** **Group of Companies U.A.E (www.alfaraagroup.com) as Dy.Manager Finance** **& Accounts.**
* Proven abilities in enhancing financial processes and systems, reviewing complex financial data to facilitate financial growth of organizations.
* Accomplished in structuring / negotiating transactions & favourable terms with Banks and Financial Institutions.
* Strong analytical & organizational abilities with adeptness in formulating accounting systems, preparing accounting records and financial statements.
* **Comprehensive exposure in Ms Word & Excel, financial packages viz., Contract soft, Oracle and fox-based accounting packages and can be used any kind of software since having basics of functionality.**
* Possesses a high level of emotional intelligence resulting in motivated, devoted and high-result oriented teams. Detailed exposure in receivables management.

**PROFICIENCY FORTE**

**Finance & Accounts**

* Maintaining & preparing statutory books of accounts, ledgers, fixed assets register final accounts and reconciliation of financial statements with monthly / quarterly results.
* Presenting a true and fair view of the financial position of the company by preparing financial statements viz Project P&L, P&L Account, Balance Sheet and annual reports
* Designing and implementing accounting systems & procedures journal vouchers / cash / bank vouchers and maintaining books like journal book, bank book cash book and their reconciliation.
* Handling finance functions involving determining financial objectives, designing & implementing financial plans and systems, policies & procedures to facilitate internal financial control.
* Presenting a true and fair view of the financial position of the company by way of timely preparation of annual reports ensuring analysis of the expenditure on a monthly basis to control expenses.
* Preparing of fund flow, cash flow statement, trial balance, balance sheet and finalization of accounts in consultation with statutory auditors.
* Conceptualizing, implementing and supervising general ledger and financial reporting processes and on time compliance of accounting standards.

**Audit & Taxation**

* Performing analytical review of financial statements and evaluation of internal control systems for carrying out various audits.
* Conducting specific audits upon request by management to find weaker areas which needs implementation of regular systems, inviting the attention of management viz., reduction of costs etc., and giving reports to have better control over business.
* Managing the large network of govt. officials of various departments’ viz. income tax and sales tax.
* Designing & implementing systems, procedures & manuals for the preparation & maintenance of statutory books of accounts and financial statements, ensuring compliance with time & accuracy norms.

**Receivables, Payables & Credit Control Functions**

* Preparing debtors reconciliation & following up for accounts receivables after invoicing to debtors, conducting ageing analysis with an aim to keep receivables under control and collections of payments.
* Ensuring that all payments are made to vendors within the stipulated time frame & managing accounts payable within the pre-set parameters and reconciliation with parties etc.
* Preparing the report for debtors and creditors list and submitting to the management.

**Operations Management**

* Ensuring that timely payments are made to / received from creditors / debtors.
* Responsible for fund management next to the finance manager and liaison with major financial institutions like banks for the financial requirements of the company.
* Processing payments for suppliers & sub-contractors for the group.
* Responsible for exclusively managing the working capital requirements of the company
* Liaising with companies' advocates and solicitors for all the legal issues of the company.

**EMPLOYMENT HISTORY**

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| **Organisation:** | | **AL Fara’a Group of Companies U.A.E (www.alfaraagroup.com)** |
| **Designation** | **:** | **Dy.Manager Finance & Accounts** |
| **Duration** | **:** | **Since Dec’94** |

**Roles & Responsibilities:** Strategising the day to day tasks with related to accounts Receivable,

project P&L, P&L, Balance sheet for the group companies liaising with internal, statutory auditors and finalisation of accounts.

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| **Organisation:** | | **Interior Decorators** |
| **Designation** | **:** | **Chief Accountant** |
| **Duration** | **:** | **Nov’89 - Sep’94** |

**About the Company:** It is a Aluminium Extrusion Supply and Fabrication Open Windows, SlidingDoors, Handrails, North Light glazing bars & Aluminium false ceiling, Gypsum Board, Vancian plaint we did major project Gajapriya Hotel, Arvee Hotel, KG CiniComplex & KG Group and ETA also company at Coimbatore, Tamil Nadu, India.

**Roles & Responsibilities:** Purchase, sales, purchase return, sales return, stock inventories,

debtors, creditors controls and pump test reports monthly trial balance, monthly outstanding due, monthly bank reconciliation statement, sales tax return filing, preparation of profit and loss account and final account for audit and sales tax dept. Administering office and other operational routines involved including banking.

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| **Organisation:** | | **Trilok Industries** |
| **Designation** | **:** | **Accountant** |
| **Duration** | **:** | **Jan’85 - Aug’85** |

**About the Company:** It is a Manufacturing of Centrifugal Pumps and Monobloc pumps Units atCoimbatore, India.

**Roles & Responsibilities:** Purchase, sales, purchase return, sales return, stock inventories, debtors,

creditors controls and pump test reports monthly trial balance, monthly outstanding due, monthly bank reconciliation statement, sales tax return filing, preparation of profit and loss account and final account for audit and sales tax dept.

**ACADEMIA**

**Bachelor’s Degree in Commerce**

**Completed course with the University of Madras in Apri’81 - Nov’84.**

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| **PERSONAL DOSSIERS** |  |  |  |
| **Date of Birth** | **:** | 05th July 1964 |  |
| **Languages** | **:** | Tamil, English, Malayalam& Hindi |  |
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| **Marital Status** | **:** | Married |  |
| **No. of Dependants** | **:** | Three |  |
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