**SREERAJKUMAR.**

**Email:** **sreerajkumar.387389@2freemail.com**

**A challenging position in an organization, where I can enhance my skills and strengths in conjunction with company’s goal & objective.**

**Career Précis**

* **10 Years** of experience in **Office Administration & Accounts.**
* Proficiency in acquiring product knowledge, and cementing a healthy relationship with the clients for generating business.
* An effective communicator with excellent relationship building & interpersonal skills. Possess a flexible & detail oriented attitude.

**Career Highlights**

**TECH BOND HOMES HOUSING & INFRASTRUCTURE, 26th Mar’17 to 30th Nov 18**

**TRIVANDRUM, KERALA, INDIA**

**Operations Manager**

 **Responsibilities:**

* Improve the operational systems, processes, and policies in support of organizations mission -- specifically, support better management reporting, information flow and management, business process and organizational planning.
* Manage and increase the effectiveness and efficiency of Support Services (HR, IT and Finance), through improvements to each function as well as coordination and communication between support and business functions.
* Play a significant role in long-term planning, including an initiative geared toward operational excellence.
* Oversee overall financial management, planning, systems, and controls.
* Development of individual program budgets.
* Invoicing to funding sources, including calculation of completed units of service.
* Payroll management, including tabulation of accrued employee benefits.
* Regular meetings with Executive Director around fiscal planning.

**Organizational Effectiveness**

* Manage functions.
* Drive initiatives in the management team and organizationally that contribute to long-term operational excellence.
* Providing consulting services on matters related to fundraising, tax and insurance questions, and business structure and growth.

 **Organizational Leadership**

Contribute to short and long-term organizational planning and strategy as a member of the management team.

**VAM SYSTEMS, FZ - LLC, Dubai, UAE 22nd Aug’15 to 04th Mar 2017**

**Administrative Officer**

**Responsibilities:**

* Provided executive leadership and direction to ensure effective business and operational planning.
* Responsible for all financial, accounting, IT, legal operations.
* Maintained accountability for the overall administration, financial health, and management.
* Planned and directed delivery of services to meet the needs of the local
community in a network and enterprise-wide strategic plans.
* Responsible for ensuring the integrity and good quality of books and records to meet best-practice financial reporting that meets both internal and external requirements.
* Preparation and submission of monthly invoices to the clients in line with the contracts or towards the purchase orders from the clients.
* Experienced in invoicing with Oracle E-Business Suite.
* Well-versed in the visa application, tracking, follow up and collection of Visa with different government authorities in the UAE.
* Recommended policy changes to support greater efficiency.
* Integrated effective communication and public relation strategies
increasing community involvement.
* Led delegations and built relationships throughout the region to support new program orientation, infrastructure, and training.
* Reconcile expenses and payment of office accounts.
* Additionally, performed various research and analysis assignments involving HR and other management issues.
* Conduct inspections of office premises to ensure facilities comply with OH&S standards.

**TECH BOND HOMES HOUSING & INFRASTRUCTURE, 24th Jan’14 to 10th Aug 15**

**TRIVANDRUM, KERALA, INDIA**

**Operations Manager**

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**INDIA FOOD EXPORTS, KOLLAM, KERALA, INDIA 24th Feb’10 to 14th Jan 14**

**Office Administrative & Accounts Executive**

**Accounts:**

* Providing support to all Centre Accountants so that they perform to the expected level of their duties.
* Periodic review of Books of Accounts of all the Centre.
* Monitoring operating performance of each Centre and to predict future financial performance trends.
* To work with internal/concurrent auditors at Centre in close co-ordinations, to go through all monthly internal audit reports, review seek explanations from the concerned authority at Centre level for any adverse comment reported in those; and to prepare the summary of all the internal audit reports received during the month.

**Other Areas:**

* Monitor Sales activities.
* Assisting in consolidation & preparation of Financial Statements of the Company & other Group Companies as may be assigned on a quarterly/half-yearly/yearly basis.
* Assist in Develops and implements financial strategies and accounting practices and performs a variety of control functions.
* Develops and implements financial strategies and accounting practices and performs a variety of control functions.
* Work with vendors to ensure component/material/finished product supply meets required quality standards and delivery time.
* Prepared and changed reports, spreadsheets, and administrative documents as per requirements.
* Aligns practices with internal and external audit recommendations.
* Preparing and filing of Central Excise information returns.

**VAM SYSTEMS, FZC, SHARJAH (VINIRMA CONSULTING PVT LTD. BR: MUMBAI) 20th Dec’07 to 18th Feb 10**

**Office Administrator**

**Administration & Accounts:**

* Office Co-ordination
* Management Reporting
* Project Administration
* Human Resources
* Liaison between senior management, employees and clients in various countries to ensure proper lines of communication critical in addressing a myriad of problems and issues requiring immediate attention and resolve.

**Accounts – Receivable**

* Follows up on all accounts in arrears
* Balances account receivable system to the general ledger on a routine basis
* Balances and adjusts all house accounts weekly
* Assists in the preparation of month end reconciliation and in the final monthly closing of the accounts receivable system.

**Accounts - Payable**

* Ensure all accounts payable transactions have been approved by all necessary signatures
* Audits bills for errors/ corrects as necessary
* Authorizing and entering relevant information into the accounts payable system
* Prepare monthly expenses accruals
* Audits bills for errors/ corrects as necessary
* Researches travel agency commission checks and perform necessary follow up

**Academic Credential**

* **B.Com** from Kerala University, Kerala.
* **MBA** - **Finance** from Madurai kamaraj University, TamilNadu

**I.T. Skills**:

Cisco Certified Network Associate (CCNA), Bsoft Certified Hardware Professional (BCHP)

MS Office (MS Excel, MS Word, MS Paint, Outlook, PowerPoint,), Open Office, Tally ERP 9

**Personal Dossier**

**Linguistic Abilities :** English, Malayalam & Hindi

**Marital Status**  **:** Married

**Gender**   **:** Male