**NAGARAJAN**

**Email**: nagarajan.115836@2freemail.com

Competent Finance Professional with comprehensive experience of **around 8 years** in *Financial Reporting and Financial Management* seeking a *Challenging Assignment* in *an Organization of Repute*

**Core Competencies**

* Comprehensive experience in financial Management.
* Complete experience in accounts maintenance compile with International accounting standards
* Taxation including VAT implementation
* Having complete experience in banking and facility oriented assignments
* Coordination with client and supplier

**Professional Qualification**

* **MBA - Finance**

Master of Business Administration – Finance – Madurai Kamaraj University- India

* **M.Com.**

Master of Commerce – Manonmaniam Sundaranar University, India

* **B.com.**

Bachelor of Commerce – Manonmaniam Sundaranar University - India

**Responsibilities at a glance in my venture through out**

***In Accounts and Finance***

* **VAT Implementation**

Successfully implemented VAT in Hazel FZE without external consultancy support.

* **Monitoring accounts update**

It is part of my responsibility to monitor the account update thru day book with the related documents every day which can reduce the rate of mistakes.

* **Accounting monthly close and Financial audit**

To understand the health of the company, the accounting month close is very significant which one of my prime duty. And External and Internal audit coordination with auditors with IFRS standards.

* **Inventory control**

Inventory control is one of the most crucial process in order to get the right and accurate financial statements. Not only for financial statements but also it carries huge asset value.

I have experience on controlling inventory in both Weight average method and FIFO.

* **Receivable and payable management**

Monitoring the receivable status and coordinating for the payment from the client. And managing the inflow to pay our suppliers with in the time limit.

* **Insurance**

Reviewing the insurance policies and coordinate with the insurance company. Making a schedule for the insurance and negotiation with the insurance company for the cost deduction.

***In Banking and Facility Management***

* **Facility Management**

Managing the existing facility with the efficient way to avoid any blockage of any part facility like LC, over draft, TR facility, discounting facility and bank guarantees.

* **Bank loan schedules and managing bank guarantees**

Making bank loan schedules and calculating interest for the period. And making reminders organizing the inflow for the EMI. And monitoring bank guarantees by updating value which can reduce the interest cost.

***In Other areas related to Accounts and Finance***

* **Client and supplier management**

Coordinating with the client for the payment and other inflow related issues, and managing the payment of supplier as per the commitment from clients.

* **Purchase and sales**

Monitoring the purchase department for the proper pricing and making shipment schedule for the inflow purpose.

***Professional Experience:***

**Position : Senior Accountant**

**Duration : Oct 2016 to May 2019**

**Reporting to : Accounts & Finance Manager**

About the company : Top 50 chemical trading company in UAE.

**Job profile**: Presently performing duties related to Accounts, Internal Audit,Finance, banking affairs, MIS, addressing audit & inventory control matters, as well as overseas Project accounts supervision of the company.

**Position : Senior Accountant**

**Duration : Aug 2014 to Oct 2016**

**Reporting to : Accounts & Finance Manager**

About the company : Leading trading company based in Dubai. And reporting to Chief Financial Officer

**Job profile**:Presently performing duties related to Accounts, Internal Audit,Finance, banking affairs, MIS, addressing audit & inventory control matters, as well as overseas Project accounts supervision of the company.

**Position : Senior Accountant**

**Duration : Feb 2011 to July 2014**

**Reporting to : Accounts & Finance Manager**

About the company : Leading turnkey contracting company having turnover of $100Mn with 1200 workers strength. And reporting to Chief Financial Officer

**Job profile**: Performed duties related to Accounts, Internal Audit,Finance, banking affairs, MIS, addressing audit & inventory control matters, as well as overseas Project accounts supervision of the company.

**Position : Senior Accountant**

**Duration : Sept 2008 to Jan 2011**

**Reporting to : Accounts & Finance Manager**

About the company : The company is in Mineral (diamond) resourcing with work strength of 400 numbers and their turnover per year will be apx$100Mn.

**Job profile**:Duties related to Accounts, Internal Audit,Finance, banking affairs, MIS, addressing audit & inventory control with the purity of diamond.

**Position : Accountant**

**Duration : Feb 2006 to July2008**

**Reporting to : Accounts & Finance Manager**

About the company : Leading healthcare hospitality company having turnover of $50Mn with 300 workers strength.

**Job profile**:Duties related to Accounts, Internal Audit,Finance, banking affairs, MIS, addressing audit issues, and the inventory management with the proper control system.

**Position : Asst.Accountant**

**Duration : March 2003 to Jan 2006**

**Reporting to : Senior Accountant**

About the company : Leading IT institution dealing with exporting software to mainly USA and other countries. And company’s turnover per year is $30Mn with the work strength of 250.

**Job profile**: Duties related to Accounts, Internal Audit,Finance, banking affairs, MIS, addressing audit issues, and the salary and wages system management.

***IT Skills***

* **Peach Tree**
* **Tally ERP**
* **SAGE**
* **Microsoft application (Word, Excel, Power point, and etc)**

***Personal detail***

* **Nationality : Indian**
* **Date of Birth : 20th July 1976**
* **Marital Status : Married**
* **Driving License : UAE valid license**
* **Languages : English, French ,Tamil and Malayalam**
* **Reference : Available on request**