**NAGARAJAN**

**Email Id:** **nagarajan-393418@2freemail.com**



***Objective:***

* To improve my level of competence and reliability continually through hard work and dedication, also to continuously upgrade my knowledge.
* To provide my employer a good dedication in my field of work by learning and working more in the

Accounting field.

***Executive Summary:***

* A Competent Finance Professional with 16 Plus years of rich experience in in Trading, Mining, Banking, IT BPO, Publishing industry & Ceramic in the areas of [Finance & Accounting, Auditing, Payroll Processing, Accounts Receivable, Accounts Payable, Costing, MIS, Cash Flow, Budget, Pre & Post Shipment profitability, Sales Invoice preparation, Contract Preparation and documents related to Bill discounting, Petty cash maintenance, Physical Assets & Stock checking]
* Strong analytical & organizational abilities with adeptness in formulating accounting systems, preparing accounting records and financial statements.
* Keen understanding and significant experience in managing the tax procedures and handling audits for the company
* Proficiency in streamlining the working procedures, formulating cost effective solutions for enhancing the accounting and taxation operations.
* Adept at implementing financial procedures, maintaining & finalizing accounts as per the statutory requirements.
* Deft in developing and maintaining documentation and controls for all payroll related activities and procedures; serving as the main contact for all payroll related issues.
* Track record of enthusiastic leadership and achievement in all former assignments; consistently promoted to positions of increasing responsibility.

***Working Experience:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | Handled over all |  |  |
|  |  |  | accounts for 9 Indonesian, 3 Singapore, |  |  |
|  |  |  | 5 Dubai & 2 Indian Companies. |  |  |
|  |  | 1) | Ceramin FZE., RAK, UAE (30th Jul’07 to | Executive – Finance & Accounts |  |
|  | Jul’07 to Feb’19 |  | 21st Aug’08) |  |
|  |  | 2) | MEC Coal - PT. Trans Kutai Kencana, | Asst. Manager – Finance & |  |
|  |  |  | Jakarta, Indonesia (22nd Aug’08 to 20th | Accounts |  |
|  |  |  | July’14) | Deputy Manager – Finance & |  |
|  |  | 3) | Rescom Metal Ores Trading LLC, Dubai, |  |
|  |  | Accounts |  |
|  |  |  | UAE (21st Jul’14 to 15th Jun’17) |  |
|  |  | 4) | Trimex Industries Pvt Limited., Chennai | Manager Accounts |  |
|  |  |  | (10th July’17 to 13th Feb’19) |  |
|  | Jun’06 to Jul’07 | Scope International Pvt. Ltd., Chennai | Officer (Retirement Benefits) |  |
|  |  |  |
|  | Jul’05 to Jun’06 | Lason India Limited, Chennai | Jr. Executive (Finance) |  |
|  |  |  |
|  | Mar’03 to Jun’05 | Scientific Publishing Services (P) Ltd., Chennai | Sr. Accounts Assistant |  |
|  |  |  |
|  | Jun’02 to Mar’03 | Sai Ceramic & Sai Ceramic Centre, Chennai | Accounts Assistant |  |
|  |  |  |

**Key Deliverables across the Tenure**

**Accounts & Audit:**

* Managing finalisation of Statutory accounts, which involves proper closure of books of accounts ensuring all provisions are made, thorough scrutiny of all general ledgers, Preparing & analyzing schedules, Provisioning for taxation & preparing Financial Statements (Balance Sheet, Profit & Loss

account, Cash flow statement & Notes to accounts).

* Inter-company reconciliations on monthly basis, preparing statement of accounts & reconciliation of balances identifying the unaccounted transactions.
* Involving in Annual Budget Consolidation & analytical reports. Map & validate the budgeted overheads of all process with regards to past trend, supported assumptions.
* Performed bank reconciliations of multiple account and on monthly basis
* Managing accounts payable and accounts receivable.
* Developing and maintaining relationships with clients.
* Liaising with various departments to ensure that all the financial/accounts related information is provided on timely basis.
* Preparing the MIS reports, various types of analysis viz. product margins, sales analysis, periodically preparing cash flow & fund flow statements for monitoring the flow of working capital and other report like Pre – Operative Exp , Spend Report , Annual Budget Vs Actual Report , Land Acquisition and other Ad-hoc reports as required by management.

**Trade Finance:**

* Handling the Letter of Credit and Collection transactions (LC Issuance, Documents Checking, TR loan for Freight, Export Discounting, Documents Processing)
* Preparing Pre-Shipment & Post-Shipment Probability
* Daily monitoring Funds & Limits position as per Bank
* Preparing Sales & Purchase Contracts, Purchase Order, Invoices and other related documents.
* Preparing Invoice for factoring and Export bills discounting documents and submitted the same to bank for discounting process.
* Liaising with various Banks and financial institutions for availing funds and limits for shipments.

**Payroll:**

* Providing guidance to the payroll processors and work flows to ensure timely and accurate payroll processing; conducting final audits both post and pre-payroll input with Payroll Specialist; drafting payroll procedures across the company and executing internal control on payroll.
* Processing payroll for 2,500 employees (Management Staff, Contract staff, Workers etc) and 12,000 pensioner using in-house payroll package with utmost confidentiality.
* Accountable for correct pay deductions, emoluments, commissions, gratuities and tax liabilities.
* Preparing of employee’s Full & Final settlement.
* Accountable for filling P.F, E.S.I challan, calculating gratuity, preparing monthly & annual reports.
* Liaising with statutory bodies like Life Insurance and with bankers for smooth flow if related activities.
* Preparing of JV & Provision Related to Monthly – Salary, Medical & LTA, Gratuity, Leave encashment, and Bonus.
* Preparing the MIS reports, conducting various types of analysis viz costing (manpower costing & global costing), salary variances & salary comparisons, annualized budget on hiring plan, direct labour cost (DLC).

***Educational Qualifications:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exam** | **University** | **Year Of** | **Percentage** | **Division Obtained** |
| **Passed** |  | **Passing** | **of marks** |  |
| M.Com | University of Madras | May’06 | 54.5% | Second Class |
|  |  |  |  |  |
| B.Com | D.R.B.C.C.C.Hindu College university of | Apr’02 | 63.9% | First Class |
|  | Madras |  |  |  |
| HSS | Thangamani Mat.H.S.S | Mar’99 | 77% | First Class |
| SSLC | State Board | Apr’97 | 61.4% | First Class |
|  |  |  |  |  |

***Additional Qualifications:***

1. Diploma in Tally 5.4 & 6.3 from Cannan Computer Academy, Chennai – 600 040.
2. Diploma in Computer Hardware from IIST Computer Education.

***Computer Skills:***

1. Tally ERP 9 Accounting Packages.
2. Comfortable with MS-Office (Excel, Word).
3. ERP Package Pocket (Salary Process.)
4. SAP FICO

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Personal Details*:** |  |  |  |  |
|  |  |  | 13th Apr’80 |  |  |
| Date of Birth | : |  |  |
| Nationality | : | Indian |  |  |
| Languages known | : | To Speak: | English, Hindi, Tamil and Bahasa Indonesia |  |
|  |  |  | To Write: | English, Hindi |  |
| Current Location | : | Dubai , UAE |  |  |

I hereby declare that all the statement made above is true, complete and correct to the best of my Knowledge and belief.

Place: Dubai, UAE.,

Date:

**( Nagarajan)**