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PROFESSIONAL SUMMARY

Dedicated and experienced professional with over 25 years supervisory roles in Manufacturing, Education and Insurance industries in India and Abroad. I take pride in all of my work, always willing to share and be open to ideas and new skills.

SKILLS

- Equipped with high level of accounting & administration skills
- Practical knowledge of Finance, Accounting and Administration
- Computer and technical literacy with sound knowledge pertaining to MS office, SAGE, ORACLE, TALLY ERP & SAP applications
- Strong communication skills through personal communications
- Problem solving and critical thinking
- Team leadership and collaboration

EDUCATION

- MBA-Finance (**ISMS –certificate is attested by ministry of external affairs**)
- Diploma in Computer Application from National Institute of Advanced Computer Technology

PROFESSIONAL WORK HISTORY

TANFAC INDUSTRIES LTD, Cuddalore, Tamilnadu

From Sep'25

Asst. Manager Finance & Accounts.

- Oversee all treasury related activities
- Ensure sufficient funds are available to meet outgoing payments
- Fund Planning and invest in the Mutual Funds of excess available funds
- Approving employees re-imbursement by ensuring all expenses are met Company policy
- Preparation of Daily reports on bank transactions
- Arranging all payments in a timely manner
- Verification of vendor payments and Salary
- Managing relationship with Banks and financial institutions
- Ensure remittance of all statutory payments like GST, EPF&ESI, Custom Duty etc
- MIS reports

SATTVA VOID NATURES GLOBAL (P) LTD SIPCOT, Cuddalore, Tamilnadu

From Apr'25- Sep'25

(a group of KP MANISH GLOBAL INGREDIENTS (P) LTD),

Sr. Executive-Accounts.

- Oversee all the accounting activities from the site – 03 companies
- Verifying expense claims of employees and ensure reimbursements are met company policy
- Site petty cash approvals by ensuring smooth function

- Supervision of all Purchase Invoice-AP booking by adhering of GST and TDS entries
- Ensure that three way matching are done for the purchase invoices
- Oversee banking operations, including account reconciliations and financial transactions
- Coordinate with management for efficient fund flow and fund allotment planning
- Verification of general ledger and all Journal entries
- Scrutiny of TB and generate accurate report
- Checking the Financial statements- P&L account and B/S
- Ageing analysis of Accounts Payable and Accounts Receivable
- Co-ordinate with statutory auditors for Finalisation of accounts

KAWMAN PHARMA

(KP MANISH GLOBAL INGREDIENTS (P) LTD), SIPCOT, Cuddalore, Tamilnadu

From Apr'23- Apr'25

Sr.Executive-Accounts.

(Group Company transfer)

- Monitor and manage expenses, maintaining accurate records and ensuring adherence to budgetary guidelines.
- Oversee the process sales invoices accurately and in a timely manner, ensuring compliance with company standards.
- Ensure compliance with tax deduction at source (TDS) and Goods and Services Tax (GST) regulations, including accurate filing and reporting.
- Oversee banking operations, including account reconciliations and financial transactions.
- Coordinate with management for efficient fund flow and fund allotment planning.
- Manage petty cash funds and ensure proper documentation of petty cash expenses.
- Coordinate vendor payments and collections, maintaining positive relationships with suppliers.
- Manage clearing the bills associated with ongoing projects.
- Record and verify stock entries, maintaining accurate inventory records.
- Prepare financial reports ensuring financial transparency.

AL DHAFRA INSURANCE COMPANY PSC, Abu Dhabi, UAE

Aug'16 – May'22

Manager-Finance & Admin.

- Handling Accounts of 05 Branches and 35 POS from the Head Quarters
- Monitoring AR – nearly 3000 clients
- Project wise cost report, Ensuring all cost are allocated in the respective cost centres
- Entry Verification & Approval JV and Receipt
- Oversee Tax related transaction entry, posting and Input & Output allocation
- Working with Oracle Premia to verify journal vouchers, review all financial transactions, Generate Statement of account, ageing analysis, commission reports, trial balance, profit and loss a/c etc.
- Work with Internal Auditor to understand the new insurance authority regulations to finalize the broker agreement and preparation of IFRS reports
- Preparing on daily basis cash report showing the overall bank and cash position of the co.
- Chasing the clients and brokers to settle the premium within the agreed credit period.
- Preparing of MIS reports
- Supervision of account finalization activities the quarterly and annual audit done by the external auditors (M/s Deloitte, Grant Thornton & Earnest Young [EY] etc.)

ACME TECHNICAL INSTALLATIONS LLC, Abu Dhabi, UAE

Nov'13 – May'16

Accountant

- Ensuring the integrity of accounting information by recording, verifying, consolidating, and entering transactions Bank Reconciliation, Accounts payables and Receivable reconciliation

- Verify, allocate, post and reconcile transactions Produce error-free accounting reports and present their results Analyse financial information and summarise financial status
- Monitoring Invoice, collection follow-up and deposit cheque in time
- cost wise report, Ensuring all cost are allocated in the respective projects
- Provide input into department's goal setting process Prepare financial statements and controlling petty cash operations accurately with eagle eye
- Booking of journal vouchers, bank payment vouchers, cash payment vouchers, contra Vouchers, cheque receipt vouchers & PDC details. Monitoring payroll management
- Bank related works LC opening, TL related documents submission, Invoice discounting etc.
- Proven working experience in a procurement role, familiarity with sourcing and vendor management, knack for negotiation and networking and solid judgment with ability to make good decisions
- Liaising with staff and management on payroll related queries, payroll reporting to meet internal and statutory obligations, reconciling payroll related GL accounts and calculating annual leave and LSL provisions/accruals
- Work closely with both internal and external auditors

GULF TURRETS LLC, Dubai, UAE

Jan'12 - Nov'13

Senior Accountant

- Overseeing accounts back office operations
- Job profitability report, Project wise cost report, Ensuring all cost are allocated in the respective job
- Actively involved in supervising day to day accounting activities
- Bank Reconciliation, Accounts payables and Receivable reconciliation
- Salary accounting (WPS) and Individual reconciliation for Dubai, Abudhabi, Qatar, Bahrain and Oman
- Reviewing intercompany transactions (six branches)
- & Petty Cash control
- Reviewing monthly payroll, responding to employee queries and resolve any payroll related issue
- Bank related works LC opening, TL related documents submission, Invoice discounting etc.
- Reviewing AP invoices before payment are made
- Work closely with both internal and external auditors

SRI BALAJI EDUCATIONAL & CHARITABLE PUBLIC TRUST, Chennai, INDIA

Dec'06- Jan'12

Chief Accountant

- Actively involved in handling a team of 9 members and thus mentored them as per the Accounts Salary, PF and ESI Transactions procedures
- Successfully prepared BRS, Monthly Cash Flow Statement; looked after the VAT Transactions, etc.
- Involved in liaising with Auditor for Accounts Finalization and thus monitored Fund position in Bank and issue of cheques accordingly

SUDHAKAR CHEMICALS (P) LTD., Tamil Nadu, INDIA

Feb'03-Nov'06

Accounts Executive

- Handled Finance & Accounts for vertical business units (Manufacturing Leather Chemicals)
- Ensured timely preparation of Invoices, maintenance of Cash and Bank Book, Receivables Control by consistent follow-up with customers

Accounts Officer

- Actively involved in handling Bank & Cash transaction, Salary/OT Statement preparation and managing PF, ESI and Central Excise records

ACCOMPLISHMENTS

- Received Good Achiever Award
- Made all offline transaction entries into Online entries in Finance to get live reports

ADDITIONAL INFORMATION

- Date of birth : 31st May 1979
- Nationality : Indian
- Place : Cuddalore,Tamil Nadu
- Languages known : English, Tamil, Hindi & Malayalam