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| **CONTACT DETAILS:**   * Phone: +91 98652-03604 / 98658-95523 * Email:manivictorysmr@gmail.com   **CORE SKILLS:**   * Admin Management * Accounts Management * Taxation & Compliance * Internal & External Audits * Financial Planning & Analysis * Reporting & Documentation * Project Accounting * Human Resource Management * SLA Compliance * Cross-functional Team Coordination * Team Leading and Mentoring   **QUALIFICATIONS:**   * **B Com.(CA),** Bharathiyar * University, 2009 * **MBA (HRM)** Bharathiyar * University, 2012   **IT SKILLS**   * Operating System: DOA,MS DOS, Windows XP, Tally * Languages: C, C++   **PERSONAL INFORMATION**   * Date of Birth: 05 JULY 1989 * Languages Known: English, Tamil, **Hindi,** Kannada * Nationality: Indian * Passport Details: R9600363 valid till 2028 * Address: 22/7, Trinity School backside, Ramanathapuram, Coimbatore Tamil Nadu-641 045. | **MANIKANDAN.B****ADMIN & ACCOUNTS MANAGEMENT PROFILE** **PROFILE SNAPSHOT**  Qualified professional with over **12 years of expe**rience in accounts and administration in diverse roles across the organizational hierarchy. I have handling all over India Tenders like (Military Engineer Services, Airports Authority of India, MORTH, NHAI, Kerala E-Tenders, Power Grid Corporation of India Limited and Etc) preparing Technical Documents, Technical Evaluation documents). Every month submitting GSR purchase and Sales bill to auditing department. Handling bank works like bank guarantee limit and CC limit accounting operation all type correspondence like (Department- MES, AAI, TDS, Income Tax, ESI, EPF and etc).Distinguished for managing project accounts for projects like resurfacing of runway and taxiway at C.A Indore for Airports Authority of India, Indore and Provision of dispersal work at Air Force Station at Sulur for Military Engineer Services, Sulur; exploring challenging assignment with a professionally managed organization.  **LEADERSHIP STRENGTHS & HIGHLIGHTS**   * Adept at ensuring availability of funds to cater to financial requirements by maintaining productive business relationship with banks; implementing organizational systems, policies and procedures. * Acknowledged for consistently maintaining organizational P&L utilizing financial prudence and managerial acumen across professional career * Efficient Team Leader & Player, combining communication, interpersonal and problem solving skills with analytical, decision making and leadership capabilities.   **WORK EXPERIENCE:**  **Administrative Officer, Jan 2014 onwards**  **PRATHIEN INFRASTRUCTURES, COIMBATORE.**  **HR Executive, May 2012 – Jan 2014**  **KRR INFRASTRUCTURE PVT LTD, ERODE.**  **Junior Accountant / Accountant, Jun 2009 – Apr 2012**  **JKS CONSTRUCTION PVT LTD, COIMBATORE / ALLAHABAD.**  **KEY RESPONSIBILITIES ACROSS CAREER SPAN:**  **Admin Management:**   * Collaborate with various departments in preparing annual financial plans, budgets and forecasts aimed at maintaining organizational profitability. Maintain budgetary controls through frequent variance analysis and specific measures * Assess divisional cash flow and following up on collections for maintaining adequate liquidity aligned to business or operational requirements. * Processtender technical document and submit types of tenders like AAI, MES, NHAI, PWD, PGCIL departments. * Maintain updated financial files & records for documenting/ archiving financial transactions in compliance to organizational policies as well as statutory regulations * Prepare/ present various status reports to the senior management and other stakeholders to enable effective decision making * Draft GST monthly bills (Purchase and Sales) statement, maintain daily Cash book, all bank transaction through bank and internet banking mode   **HR Management:**   * Draft and modify documents including various official correspondences pertaining to operational requirements. * Liaise with HODs in ensuring resolution of employee related issues from administration perspective. * Update and maintain various documents and records based on organizational requirements for ensuring seamless operations. * Prepare and maintain updated cashbook, purchase order and quotation. Update and align Tally entries based on verified ledger accounts of parties. * Follow up with various stakeholders for filing VAT, Service Tax and GST based on statutory requirements.   **Finance & Accounts Management:**   * Draft and modify documents including various official correspondences pertaining to operational requirements. * Participate in monthly closure procedures, account reconciliation including preparing, consolidating and monitoring budgets * Conduct variance analysis by comparing actual performance to budgeted figures, assess performance indicators highlighting trends & causes of unexpected variance * Manage monthly/ yearly process of accounts payable/receivable, cash receipts, general ledger including payroll & utilities, budgeting, cash forecasting, revenue & expenditure variance analysis, reconciliations, fixed asset etc * Maintain updated details related to accounts payable/ accounts receivables including general ledger, journal entries, account analysis & reconciliation * Set up/ maintain proper accounting methods, policies and principles. Participate in internal/ external audits followed by effectively implementing audit recommendations. |
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