

S. Ganesh

E3, Swetha Towers, 44 to 47 Mugalivakkam Main Road,
Sree Raja Rajeshwari Nagar,
Chennai 600125.

Mobile: 7032655365

Email id: writetosganesh@gmail.com

Career Objective

Hands-on experience in managing and monitoring budget and expenses of the project with extensive knowledge of project billing and accounting systems. Seeking a responsible position to function towards professional growth and development in a renowned organization.

Professional Summary

- *B.Com, MBA Finance Offering 28 years of experience in Financial Accounting & General Administration Operations and Project Management / Project Acquaintance*
- *Acted as the SPOC for several big projects right from the start till the end; perform project analysis and prepare reports upon request for management review*
- *Assist Project Manager regularly with project setup, project monitoring, system updating and closeout*
- *Support monthly reporting requirements for assigned projects, including unsigned contract opportunities, backlog, and other ad-hoc financial analysis as required*
- *Liaised with the Group Capital reporting team as well as with stakeholders & cross-geographical teams.*
- *In-depth knowledge of – Corporate/Withholding, Expatriate , VAT/GST and Indian Companies/Income Tax Act, ESI, EPF, Professional, Service Tax & ROC Procedures*
- *Represented various business units, departments & functional areas for cross-functional project teams; showcased functional expertise to assess potential financial and operational impact*
- *Proven track record of engaging with clients, partners as business line /or operational expert with detailed financial and statistical understanding*
- *Excellent communicator; ensuring projects follow policies/procedures with quality & on time delivery.*

Computer Skill (Working Knowledge):

- *Thorough Working Knowledge of **Ramco ERP, Tally Accounting/Inventory & Quickbook.***
- *Familiar with Microsoft Office Suite,*
- *Lotus Notes Administrator, ERP Implementation, System Maintenance & Trouble Shooting.*

Certifications:

- *Active Accountant Workshop,*
- *VAT & CST Amendments, TDS & Remuneration Planning*
- *GST Professional*

Employers Detail

Name of the Employer	Position handled	Industry	Duration
<i>M/s A. Venkatesan & Associates _Chartered Accountant Firm, Chennai</i>	<i>Freelancer – Accounting and Assistance in complying with the provisions for all statutory requirements of various firms & Companies.</i>	<i>Audit Firm</i>	<i>From April 2019</i>
<i>M/s. TPSC India Pvt Ltd, Hyderabad (Subsidiary of Toshiba Plant Systems & Services Corporation, Japan)</i>	<i>Assistant General Manager – Finance & Project Accounting Group</i>	<i>Thermal Power Plant - EPC</i>	<i>April 2013 to Jan 2019</i>
<i>M/s. Toshiba Plant Systems & Services Corporation, Japan – Mundra Project Office, Gujarat.</i>	<i>Sr.Manager – Finance & Admin</i>	<i>Thermal Power Plant - EPC</i>	<i>Nov 2009 to Mar 2013</i>
<i>M/s. Kistler Instruments (Pte) Ltd– Chennai 600 018.Branch office of Kistler Instrumente AG, Winterthur, Switzerland</i>	<i>Manager - Accounts & Admin</i>	<i>Engineering – R&D Products</i>	<i>Feb 2004 to Oct 2009</i>
<i>M/s A. Venkatesan & Associates _Chartered Accountant Firm, Chennai</i>	<i>Accounts Officer</i>	<i>Audit Firm</i>	<i>Nov 2002 to Feb 2004</i>
<i>M/s. TPK India Pvt. Ltd. (Subsidiary of Toshiba Plant Kensetsu Co. Ltd. Japan) Hyderabad, India.</i>	<i>Accounts & Administrative Officer</i>	<i>Construction</i>	<i>May 1999 to Oct 2002</i>
<i>Thrishna Investments (Stocks and Share Brokers, Coimbatore</i>	<i>Accounts Assistant</i>	<i>Investment</i>	<i>Feb 1993 to May 1999</i>
<i>Anu Associates (Professional Accountants), Chennai</i>	<i>Accounts Assistant</i>	<i>Investment</i>	<i>Aug 1990 to Feb 1993</i>

Work Experience

Project Accounting

- *Assisting Project Managers with the overall project accounting from the start to the finish of the project, and taking ownership of the systems required for this.*
- *Producing monthly cost reports for projects and assisting Project Managers with the production of monthly earnings; including reporting on project variances of actual vs budgets, and updating forecasts.*
- *Help improve the measurement of projects profitability with the bidding process.*
- *Assisting with the preparation of quarterly forecasts and cash flow projections.*
- *Help develop the accounting software we use, and build confidence in the financial information that it produces.*
- *Monitoring the progress of projects, investigating variances, approving expenses, and ensuring that project billings are issued to customers and payments collected including Project P&L, Cash Flow & monthly reporting project financial status to the management*

- *Project Finance & its related Statutory Compliance and General Administration*
- *Close out project accounts upon project completion, Create and submit government reports and tax returns related to projects, Compile information for internal and external auditors, as required*

Financial Accounting & Taxation

- *accounting and stock transaction, maintenance of accounts and stocks under tally package, Assistance in complying with the provisions for all statutory requirements of various firms & Companies.*
- *Day to day accounting under the Indian Companies Act and Income Tax Act,*
- **Corporate Tax** – *Preparation and filing of Income Tax Return & Representation before the tax authorities in connection with the assessment, appeal, revision and other proceedings.*
- **Withholding Tax** – *Preparation and filing of Annual withholding tax returns, Issue of TDS (Tax Deduction Certificates) in Form 16A. & Representation before the tax authorities in connection with the audit of the above returns.*
- **Expatriate Tax** – *TDS (Tax Deduction Certificates) in Form 16 and preparation and filing of personal tax returns of Foreign Employees & representation before the tax authorities in connection with the assessment, appeal, revision and other proceedings. & Getting the Tax Clearance Certificate for Foreign Employees from Income Tax Authorities.*
- **Sales Tax** – *Preparation and filing of WCT (Work Contract Certificate Tax) Form 37 & 37A, monthly & annual return & representation before the tax authorities in connection with the assessment, appeal, and other proceedings etc.*
- **ESI, EPF, Professional, Service Tax & ROC Procedures** as per government regulation & rules.
- **Payroll Processing**
- **Import / Export Documentation & Sales Order Processing**

General Affairs & Administration

- *Site Office Administration Activities.*
- *Co-ordination with various regions and Head Office- Accounts & Administration*
- *Dealing with various Government Agencies like RBI, ROC, Labour Department, Banks, Sales Tax & Income Tax Office, and Passport Office for Visa formalities etc.*
- *Agreements and co-ordination with service agencies Viz Hotel Accommodation, Car Booking, Travel Agent for Flight, Train & Bus Tickets, Security Agencies, Transport Companies, & Domestic & International Courier Companies etc.*
- *Co-ordination of accounts for Indian Income Tax purpose with one of the largest & Worldwide Tax & Audit Consultant **Price Water House Coopers, E&Y***
- *Liaison work with Government Departments.*
- *Expatriates local registration with FRRO.*

Personal Profile

<i>Father's Name</i>	:	<i>Late K. Shanmugam</i>
<i>Age</i>	:	<i>27th August 1969</i>
<i>Marital Status</i>	:	<i>Married</i>
<i>Nationality</i>	:	<i>Indian</i>
<i>Language known</i>	:	<i>Tamil, English, Hindi</i>