

CHANDROASEKAR N 333, T.V.K. NAGAR, 18TH STREET, PERAMBUR, CHENNAI 600 011
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RESUME

CAREER OBJECTIVE :

TO OBTAIN A MEANINGFUL AND CHALLENGING POSITION THAT ENABLES ME TO LEARN THE FINANCE & ACCOUNTING FIELD AND ALLOWS FOR ADVANCEMENT IN EVERY SPHERE OF FIELD.

EXECUTIVE SUMMARY :

HAVE VERY GOOD EXPOSURE IN FINANCIAL FORECASTING FUNDS FLOW, PLANNING, CENTRAL EXCISE , CERA, INTERNAL AUDIT, SERVICE TAX, INCOME TAX & DEFERRED TAX, E-TDS, GST PAYMENTS & RETURNS, SALES TAX(VAT), PROFESSIONAL TAX, LWF, COPY RIGHTS, TRADE MARK, PROVIDENT FUND, ESI, FOLLOW UP OF CLIENTS COLLECTION THRU MSMED MACHINERY, VENDOR / PROJECT MANAGEMENT FINALISATION OF ACCOUNTS WITH INTERNAL AUDITORS, INVENTORY CONTROL, IAS WITH IFRS, CLRA, CO-ORDINATING WITH ACTUARIAL VALUER FOR GRATUITY VALUATION, CASH FORECASTING, CASH FLOW, BRS, BUDGETS & VARIANCE REPORTING, COSTING, MARGINAL COSTING, WORKING CAPITAL MANAGEMENT, NEGOTIATING & PROCESSING OF INSURANCE & ITS CLAIMS, HANDLING STATUTORY COMPLIANCE, SHOPS & ESTABLISHMENTS

PROFESSIONAL BACKGROUND

With **TMI Staffing Services Pvt Ltd / Talent MAXIMUS India Pvt Ltd**, Chennai, Payroll & Staffing Organisation.

Since May 2017 As **Sr. Manager – Finance & Accounts** reporting to Chief Financial Officer / Director with two AGMs and

Two Subordinates

KEY RESPONSIBILITIES

- Management Information System Reports with respect to Statutory related Compliances such as CLRA, Shops & Establishment, PF, ESI, PT, Labour Welfare, etc.,
- GST online payments, GSTR3B, GSTR1, GSTR2 returns filing.

KEY ACHIEVEMENTS

- Reporting of MIS with regards to Budget & Variance, Profitability and Financial position of the company every subsequent month on or before 25th respectively together with Multiple Discriminant Analysis Z_A (MDA) using 22 measures of Accounting Ratios
- Helped AGM Finance obtaining Income Tax Refund from AY 2005-06 to AY 2014-15 to the extent of Rs 75 Lacs which were pending for quite a long time.
- Established SOPs for Invoicing, Accounting, CSA's (Client Servicing Agreement), LOI's (Letter of Intent) for Payroll, Staffing and (CLRA) Contract Labour Regulation Act Agreements.
- Helped implementing Internal Audit procedures and methodologies within Staffing, Accounts and Compliance Department and regularized the lacunae in the system & SSAE 18.
- Established Trackers-compliance for Shops and Establishment, Bonus Act, Minimum Wages, etc.,
- Long Pending Collection of Accounts Receivables collected using the MSMED machinery mechanism.

With **JeanMartin Systems India Pvt Ltd**, Chennai, Payroll & Software BPO Services.

Nov 2014-Dec 2016 As **Project Manager – BPO Services** reporting to Financial Controller in U.S. with a Co-Manager & a

sub-ordinates in India

KEY RESPONSIBILITIES

- Management Information System Reports with respect to Financial Statements of the company and its another Company in the Group in terms of Financials of P & L and Balance Sheets Monthly Financial Ratios like Liquidity, Leverage, Profitability Ratios, Financial Forecasting and Planning for the subsequent month
- Payroll accounting of its employees and its another group of US based other regular, PTO employees and Labour Turnover ratios.
- Ensuring Prompt collection from the Account Receivables/Debtors and Client co-ordination in respect of Invoices and collections
- Implementation of appropriate IAS along with IFRS

KEY ACHIEVEMENTS

- Reporting of MIS with regards to Budget & Variance, Profitability and Financial position of the company every subsequent month on 20th respectively together with Multiple Discriminant Analysis Z_A (MDA) using 22 measures of Accounting Ratios
- P & L Class-wise, Job Profitability - COGS with Bi-monthly breakup alongwith application of Marginal Costing Technique such as BEP, Margin of Safety, etc.,

With **Talent MAXIMUS India Pvt Ltd**, Chennai, Payroll & Staffing Organisation.

Sep 2008-Nov 2014 As **Sr. Manager – Finance & Accounts** reporting to Chief Financial Officer with a Co-Senior Manager and Three Subordinates

KEY RESPONSIBILITIES

- Management Information System Reports with respect to Financial Statements of the company in terms of Financial Ratios like Liquidity, Leverage, Profitability Ratios
- General Administration
- Monthly Bank Reconciliation Statements of various Banks with Huge Volume of Transactions
- Cash and Funds Management & Forecasting for subsequent two weeks and monthly Forecasting
- Liaison with Payroll and Staffing - verifying Clients' Salary CTC Register, Pay Register, Pay-mode, Hold Salary, Disbursement of Salary/Statutory, etc.,
- Co-ordinating with Payroll and Staffing Compliance – verification of Clients' ESI, Provident Fund, Professional Tax, Salary TDS – Payments
- Vendor / Project analysis, Selection, Execution, Implementation and its Management
- Payments of Service Tax including vetting of Input Credit availment, Reverse Charge mechanism and preparation of ST-3 Returns half-yearly online
- Finalisation of Accounts with Internal Auditor and preparation of Annual Reports with Schedule VI for Income Tax and ROC filing of 23ACA, 23AC & 20B along with e-filing Returns
- Debtors Collection and ensuring timely collection from various Clients
- Budgeting and Variance Reporting for Control Action Plan & MIS Reporting
- Meeting Management deadlines productively for which Time Management Tips applied with proactive approach, Hygiene & Japanese 5S

KEY ACHIEVEMENTS

- Finalising of Annual Reports & Filing with Registrar of Companies – e-filing & with Income Tax Departments – e-return ITR filing. E-filing of e-form 23AC (B/S) 20B (A/R) and 23ACA (P & L) from Asst Yrs 2007-08 to 2014-15 for the company and few of its group companies
- eFiling of eTDS Returns every Quarter and Correction and refiling of eTDS Returns generating online Form 16A, Form 16 Part A & Part B and validating records. Viewing 26AS thru (TRACES) tdscpc.com, etc.,
- Reporting of MIS with regards to Budget & Variance, Profitability and Financial position of the company every subsequent month on or before 15th together with Multiple Discriminant Analysis (MDA) using 22 measures of Accounting Ratios
- ACES e-filing of Service Tax Returns – ST3 complying with Compliance Department
- Also engaged myself in collections and reduced the collection longevity (Credit) from 60 days to almost 30 days subservient with Sales/Service Department
- Salary / Reimbursement Payments of Staffing Clients, validations and accounting
- Complying with MSMED, SME and other companies in respect of Clients and in case of default of Clients, using MSME machinery initiating the Collections with Interest from the Clients thereby reducing the Collections outstanding period considerably to 30 days which ensured smooth recovery
- Monthly Online payments with regards to TDS, Professional Tax, LWF, PF & ESI
- Obtaining & Co-ordinating for TDS exemptions and its management (26AS) with IT authorities.
- Filing of Monthly / Quarterly / Half Yearly and Yearly Returns relating to ITR ST3, PF, ESI and other Shops & Establishments and Reconciliations of ST Revenue with P & L Revenue and ST Liabilities
- Ensuring smooth flow of operations among the departments of the organization
- Co-ordinating with other Departments for complying with SAS 70 / SSAE 16 & ISMS Technical Audit
- Handling Finalisation of Accounts of other 4 more Group Companies
- Co-ordinating with Actuarial Valuer for Gratuity Valuation
- Obtained Refund for the first initial two years to the extent of Rs 5 Lacs and Rs 38 Lacs each.

With **PROMANNS MANAGEMENT SERVICES (P) LTD.**, Chennai, a Placement Organisation.

From Apr 2004 to Aug 2008

As **Manager - Finance & Accounts** reporting to Managing Director with Two Co-executives and Five Subordinates

KEY RESPONSIBILITIES

- Management Information System Reports
- Corporate & Personal Taxation
- Liaison with Provident Funds, Service Tax, Income Tax, Financial Forecasting, Budgeting & Implementation, General Administration, Payroll & Labour Turnover Ratios & Hygiene & Japanese 5S

KEY ACHIEVEMENTS

- Finalising of Annual Reports & Filing with Registrar of Companies – e-filing & with Income Tax Departments – e-return filing. Have done DIN 1 to DIN 3 application. E-filing along with Form 20B with the help of e-form 23AC (B/S) and 23ACA (P & L)
- Meeting deadlines in respect of statutory dues like Service Tax, Professional Tax, IT-TDS, PF, etc.,
- Partly contributing towards revenue generation by way of placement of candidates
- Obtained Working Capital to the tune of One Crore and also arranged Term Loan of 1.5 Crores from Bank

Oct 2000-Mar 2004 As **Accounts Executive-Senior Associate** reporting to Managing Director with Two Co-executives and Three Subordinates

KEY RESPONSIBILITIES

- Management Information System Reports, tying up the loose ends of the knot and ST Revenue along with P & L Revenue and reconciliations thereon
- Co-ordination with Internal Offices for evolving systematic reporting
- Financial / Business Forecasting, Budgeting & Cost-Benefit analysis.
- Liaison with Financial / Banking Institutions
- Conducting Internal Audits & General Administration
- Personal Taxation, Managing & Liaisoning with Provident Fund, Service Tax & Statutory Compliance

KEY ACHIEVEMENTS

- Timely compliance of Statutory requirements & completion of the Jobs delegated
- Initiative on the job & Support to the Team
- Creativity on the job, Skill enhancement, Quality of output & Cost Control Consciousness
- Hygiene management, House keeping & Sentience of Energy Conservation
- Filing of Service Tax Half yearly returns and finalisation of ST Assessment and tying up with Financials
- Analysis and Interpretation of Financial Accounting Ratios for Management Reporting like Multiple Discriminant Analysis, Liquid Ratios, etc.,
- Implementation of Budgets and monitoring Variances & Action Plans for Deviations
- Meeting deadlines in respect of statutory dues like Service Tax, Professional Tax, IT-TDS, PF, ESI, etc
- Implemented Good Payroll setup and accounting
- Decreased Accounts Receivables from 60 days to 30 days with good track record follow-up
- Processed filing of Copy Rights and Trade Marks registration for Dotcom Division
- Processed and Lodged Insurance Claims of the Company
- Deploying Funds accordingly to match Current Assets with Current Liabilities & Fixed Assets with Long-term Liabilities (with ALM approach)

With **PLEASANT FOODS (P) LTD.**, Chennai, a Co-manufacturer of **NESTLE INDIA LTD.** for Nestle Eclairs & Milky Bar Eclairs (Confectionery) with Corporate objective of doubling its Turnover

Jan 1992-Sep 2000 As **Accounts Executive** reporting to Financial Controller with Three Co-workers and Six Subordinates

KEY RESPONSIBILITIES

- Management Information System Reports and interactions with all departments for financial reporting
- Financial Planning, Costing, Marginal Costing, Budgeting / Variance Reporting & Cost-Benefit analysis.
- Sales Tax Assessment, Central Excise Procedures, CERA & Internal Audits
- NESTLE's Inventory System with Good Monitoring Practices (GMP) and developing guidelines for sensitive drawing of materials from Stores
- Hygiene Control and monitoring of Rat Bait Stations for compact Manufacturing
- Managing & Liaison with Provident Fund & ESI
- General Administration, Systems and Procedural Studies for Quality Control / Laboratory

KEY ACHIEVEMENTS

- Finalising & Filing of Annual Reports with Registrar of Companies
- Funds / Cash Flow Analysis
- Arranged Working Capital of Rs 24 Lacs and also arranged Term Loan of 30 Lacs
- Ageing analysis of Receivables, Payables and follow-up
- Timely compliance of various statutory dues like Sales Tax, Professional Tax, IT, ESI, PF, etc
- Reconciliation of various accounts like Bank Reconciliation Statement, Accounts Receivables and Payables
- Reconciliation of Cost Records with Financial Accounts.
- Liaison with other departments within the Company and ensuring smooth running of Payroll & Labour section
- Assisting in preparation of Project Cost, Material Cost, Labour Cost, Overhead Cost and Variance analysis. Developed Inventory Consumption Reports for Control and evaluation purposes

PERSONAL DATA

Father's Name	N. L. Narasimhan (Late)
Date of Birth	6 th August 1970
Nationality & Religion	Indian & Hindu (Brahmin)
Marital Status	Single
Phone No.	91 44 2558 2955
Cell No.	098408 68192 / 90801 34974 / 88254 19920
E-m@il	chandcho@gmail.com, chandcho@yahoo.com & chand_cho@rediffmail.com
Academic Qualification	Graduated B.Com. , in I Class from the University of Madras in 1991 D.G. Vaishnav College, Chennai. Post-Graduated MBA - FINANCE in I Class from Bharathidasan University, Trichy in May 2000.
Technical Qualification	Passed English and Tamil Typewriting Higher Grade Examination.
Computer Exposure	Good Knowledge in Lotus 1-2-3, Lotus Smartsuite, MS-Office 97, 2000, 2003, 2007, 2013 MS-Excel, Word, Access, Powerpoint,
Accounting Packages Exposure	TALLY (DSS 4.5), (EIS 5.4), (7.2) (9) & (ERP-9) RELEASE 3, GST READY, QUICKBOOKS PRO 2012, SIMSSAN & SIMSFA, WINGS 2000, INTRAACK & BACKSHELF AND RAMSOFT
	Operating System : Windows NT Server, Windows '98, 2000, XP Professional, Windows 7 & Windows 10
	DBMS : Foxpro 2.5 & MS Access
Personal Objectives	<ol style="list-style-type: none"> 1. To acquire intellectual joy of doing creative work constructively 2. To achieve self-actualisation needs and to enhance the living standards
Professional Aptitude	Flair for Accounts & General Administration. Managing statutory compliance with focus on optimization of Profits and fortifying the Financial discipline.
Languages Known	English & Tamil - To Read, Write & Speak
Passport	Z3165064 valid upto 25-02-2025
Hobbies & Interests	Listening to Music, House Keeping, Reading Books, Magazines, Upanishads & Vedanta, Spiritualism, Science & Technology, Self Improvement and Mind Science
Sports interest	Cricket, Chess & Badminton
Exercises	Callisthenics at home, Yoga Asanas, Undergone Art of Living (Part I / Happiness Program) DSN, Sahaj Samadhi Meditation, Living Well, Spine Care Program & Advanced Meditation Programs (Part II)
Strengths & Weaknesses	Commitment, Leadership, Listening capability, Self-esteem, Trust Rationalising, Unfair criticism,



(N. CHANDROASEKAR)