

RAJARATCHAHAN S.

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CAREER OBJECTIVE

Seeking a position which allows me to invest my knowledge and expertise in areas where I can exercise my skills with smart work and creativity.

CAREER SUMMARY

- Over 16 years of progressive experience in Accounts, Purchase & Sales, Manufacturing concerns, Service Organization Experience working in highly demanding and mission critical environments.
- Strong working experience in Finance Accounts & Purchase & Sales and Taxation.

PROFICIENCY FORTE

General Accounts Payables & Receivables accounts Payroll Accounts GST Workings
Accounts Finalization Tax compliance & Assessments.

Growth Path

Elan Pharma (India) Pvt Ltd. From 05th April' 2018 to Till date .

Mumbai.

Elan Pharma (India) Private Limited is a Private Company incorporated on 04 June 1997. It is classified as Non-Govt Company and is registered at Registrar of Companies, Mumbai. Its authorized share capital is Rs. 2,500,000 and its paid up capital is Rs. 1,521,600. It is involved in Pharmaceutical Manufacturing and Distribution all over India. It has branches spread of all over India at 17 locations.

Role: Accounts Executive**Responsibilities:-**

- Accounts Entries in ERP system.
- Petty cash and Payroll Management
- ESIC, EPF, TDS, TCS, GST computation and Challan raising, Return filing.
- GST Reconciliation and Annual return GSTR-9 Form work.
- Bank Reconciliation branch wise.
- Handling Payables and Receivables accounts.
- Internal branch accounts reconciliation.
- Cash inflow and outflow management.
- P&L and BS monthly basis preparation and submission to Managing Director.
- Accounts finalization, Balance sheet preparation and Supporting to Audit.
- Form 16 and Form 16A Raising, Individual Salary Return filing work.
- Debtors & Creditors ledgers, banks ledgers reconciliation.
- Cost sheet preparation quarter wise, Trade mark registration and renewal.
- MIS reports weekly and monthly basis to the Managing Director.

PDCS Projects India Pvt Ltd.

From 12th Nov 2014 to 10th Jan 2018.

Chennai.

Role: Accountant

Responsibilities:-

- Daily Accounts Entries on Tally ERP.
- Purchase and Sales Co - Ordination
- Handling invoices local and abroad.
- Handling Payables and Receivables accounts.
- Direct clients co-ordination.
- General Accounting in Manufacturing & Services oriented.
- ESI, EPF Registration and generating online challan.
- Accounts finalization and Audit coordination with Auditor.
- Form 16 preparation and salary return E-filing.
- Payroll accounts, TDS filing individual & Company.
- Sales tax and Service tax, Excise return filing.
- Petty Cash book maintenance, Bank reconciliation, Intercompany Accounts Reconciliation, Funds and Cash flow statement preparation.
- Weekly Debtors, Creditors and MIS reports submission to MD.

Powerica Limited. MEPZ, From 2nd Sep 2013 to 10th Nov 14.

Chennai.

Role: Sr. Accountant

Responsibilities:-

- Daily Accounts Entries on Tally ERP .
- Purchases and Sales & Services PO rising.
- Purchase and Sales Co - Ordination
- Raising of Sales & Service Invoices for Local and overseas clients.
- Bank documentation work
- Payables and Receivables
- Direct clients co-ordination.
- General Accounts and Payroll Accounts in Manufacturing & Services
- Sales tax and Service tax online filing.
- Petty Cash book maintenance
- Intercompany Reconciliation
- Funds flow statements preparation
- Bank Reconciliation
- Accounts Finalization

Real House Cont. Co. LLC. From 16th Jan 2013 to 30th July 2013

Dubai. UAE

Role: General Accountant

Responsibilities:-

- Debit/Credit entries in Tally package
- Accounts Finalization
- Banking formalities

- Purchase and Sales Invoice raising
- Payables and Receivables
- Maintaining creditors
- Pay Rolls in WPS
- Petty Cash book maintenance
- Intercompany Accounts Reconciliation
- Funds flow statement preparation
- Purchase coordination
- Bank Reconciliation
- Construction Contract paper preparation
- MIS Reports to Managing director
- Labour management & Administration

Hallmark Industries

From Feb 2012 to 15th Jan13

Chennai

Role: Senior Executive Accounts

Responsibilities:-

- Day to day accounting entries in Tally ERP 9.0 Package
- Accounts Finalization
- Sales PO and Invoices raising Local& Export
- Payables and Receivables
- General Accounts Maintaining
- Sales tax and Service tax online filing.
- TDS Calculation
- Export Documentation
- Pay Roll Accounting in Tally
- ESI, EPF Calculation
- Cash book maintenance
- Intercompany Reconciliation
- Purchase & Sales Co-ordination
- Bank Reconciliation

M/s. Sans Pareil Logistics. From Sep 2008 to Feb 2012

Chennai

Role: Executive Accounts and Logistics co-ordinator

Responsibilities:-

- Day to day accounting entries in Tally ERP 9.0 Package
- Accounts Finalization
- Applying and following up with Financial institutions & Banks for raising working Capital & Term Loans
- Documentation Compliance & Filing Data with Banks
- Invoicing
- Payments follow up with Clients
- TDS Calculation
- Vehicle Tracing Reports
- Salary & Wages Calculation
- Cash book maintenance
- Preparing necessary Accounts Reports
- Maintaining books

M/s. Fixit & Co.,

From July 2004 to Sep 2008

Chennai

Role: Executive Accounts and Inventory In charge

Responsibilities:-

- Day to day accounting entries in Tally package
- Accounts Finalization
- Applying and following up with Financial institutions & Banks for raising working Capital & Term Loans
- Documentation Compliance & Filing Data with Banks
- Invoice raising
- Inventory Auditing and Report to Manager
- Warehouse Accounts maintenance
- Salary & Wages Calculation
- Cash book maintenance
- Raw material Procurement and Implementation
- Preparing Reports
- Maintaining all Accounts books

M/s. Subramanian & Audit Associates

From April 2003 to May 2004

Chennai

Role: Audit Assistant

Responsibilities:-

IOB Bank concurrent Audit assistant

- Challans, Cheque & DD verification
- All customers Signature verification
- All Banking activities verification

Tamil Nadu State Marketing Corporation Ltd. (TASMAC) under 150 wine shops running in Villupuram (Dist)

- Monthly physical stock verification to every shop.
- Monthly stock audit reports Presentation to DGM.
- Goods inward& outward invoice verification.
- Remittance Challan verification.

Office Work

- All our Company clients Accounts keeping in Tally, ERP.
- Final Accounts Preparation to the clients.

ACADEMIC PROFILE

Bachelor Of Commerce

(June 2003)

T.D.M.N.S College, M.S.University. Tirunelveli.

Master of Commerce (Distance Education)

(June 2011)

University Of Madras, Chennai.

TECHNICAL ENVIRONMENT:

Package : Microsoft Office 2007, Tally, ERP & RCP
Operating System : Windows 2007

STRENGTHS:

- Good interpersonal skill
- Good communication skill And Adaptable
- Aspire to learn new technologies
- Ability to work under pressure.

PERSONAL DETAILS:

Date of Birth : 07 May, 1983
Marital Status : Married
Languages known : Tamil, English, Hindi
Passport No. : H3306151

DECLARATION

I hereby declare that all above information are true and correct to the best of my knowledge and belief.

Yours faithfully

Place: Mumbai

Date:

(S.RAJARATCHAHAN)