

# PROFILE

## **B.Vijayaragavan**

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Tamilnadu (South India)

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Date of Birth : 19.06.1979

Qualification : **MBA (Finance)**

Technical Qualification : Honors Diploma Computer in NIIT

**Quintuplets experience** include strong leadership, excellent communication & competent skills, strong team player, attention to detail, dutiful respect for compliance in all regulated environment, as well as supervisory skills including scheduling, training, payroll, and other Finance & Accounts, administrative tasks. Thorough knowledge of current manufacturing practices, and a clear vision to accomplish the company goals. Computer and Internet literate

### Computer Skill

- ◆ FICO Knowledge in SAP Technology,
- ◆ Practical knowledge in oracle, lotus Notes Software

### Professional Accomplishment

- **From Jan.2015 working in M/s. Expat Projects and Development Pvt. Ltd., Bangalore as a Consultant.**
- May 2013-2014 working in M/s.Kotak Mahindra Insurance Co.,Ltd., as a Agency Partner Channel (Business Development)
- 2010 to 2012 working in LIC (Life Insurance Corporation of India) as a Financial Services Executive in Bancassurance.  
  
Area of work : Business Development through Banking Sectors  
(BANCASSURANCE CHANNEL)
- Sep.2008 to August 2010 working in an M/s.HDFC, Securities Ltd., Chennai. as a Executive (operations)

➤ Jan. 2006 – Mar. 2007

### Organisation

M/s. Sundram Fasteners Pvt.Ltd., (TVS-Group) is a Renowned Organization, World Wide in the field of Automotive Parts Manufacturing, in one of the Plants located in South India (Tamilnadu), near Madurai.

Rank : Finance Assistant  
Engaged in : Finance Department  
Reporting To : 1.Asst.Manager (Finance),

### Duties Performed

Process of transactions in an accurate and timely manner in SAP, which mainly includes:

- MIS (Management Information System) report Preparation, Statutory activities for the Company.
- Ensured that all financial precious records and files are well organized, maintained and updated.
- Salary processing: Employees' Benefits, PF, ESI, Professional Tax, Income Tax, and variety of staff payments / deductions and issuing salary certificates.
- Knowledge in Employees Gratuity. PF, Pension calculation
- Statutory Payments, LC with all Banks.
- Keeping Liaison with all Banks for Effective Funds Management.
- Petty Cash (Daily check book and Bank reconciliation)
- Inventory Management (Determination of Stock Level)
- Preparation of Monthly Imprest closing reports.
- Monthly BRS (Bank Reconciliation Statement) Preparation.
- Vendor Management (Bills Processing & Payments in INR)
- Insurance Management (Claim Statement Preparation)
- Assisting Internal Audit.
- Preparation of Summary Reports for individual business units, consolidated reports and narrative analysis for manager and dealing with individual enquiries from managers and staff. Also providing and variety of accounting support services to internal customers of the Finance division.

➤ Mar. 2003 – July 2004

Organisation

Government of Tamilnadu (State Government), Department of Horticulture, O/o. The Deputy Director of Horticulture, Regional Office in Trichy. Controlling five subsidiaries for garden maintenance, cultivation & production of high-breed Seeds, for distribution to the farmers on subsidy.

Rank : Operations Assistant-EDP  
Engaged in : Computer Department.  
Reporting To : H.O. (Horticulture Officer)

Duties Performed

- ◆ MIS Reporting to Head Office.
- ◆ Preparing Variance Analysis of Monthly Operating Results to Head Office.
- ◆ Day to day Regional Office Statutory Activities.
- ◆ Preparation of Govt. Tender Statements.
- ◆ Assisting Budget Preparations.

➤ Dec. 2001 – Feb. 2002

Organisation

M/s.Shinestone Packaging Pvt.Ltd., located in Chennai.- one of the SSI , Export Oriented Unit, controlled by the Ministry of Central Excise , under the MEPZ (Madras Exports Processing Zone). Manufacturing and Exporting Corrugated Boxes.

Rank : Accounts & Admin. Assistant  
Engaged in : Administrative Office.  
Reporting To : Manager

Duties Performed

- ◆ Whole office in-charge for the day-to-day activities.
- ◆ Invoice Preparation, Central Excise activities.
- ◆ Inventory Report. (Determination of Stock Level)
- ◆ Banking Transactions.
- ◆ Petty Cash Management.
- ◆ MIS Activities, Record Maintenance.

➤ Jun 2000 – Mar. 2001

Organisation

M/s.Sky Link Pvt.,Ltd., Computer Educational Institution located in Trichy, engaged in tutor of various software related courses to students.

Rank : Tutor  
Engaged in : Mind Room & Machine Room  
Reporting To : Faculty (Head)

Duties Performed

- ◆ Held Faculty position to teach students on various software subjects
- ◆ MS-Office (Word , Excel , Power Point , Access)
- ◆ HTML
- ◆ Open system: DOS, UNIX, C++

Declaration

Capable of working in an enterprising quality, resourcefulness, depth of preparation, intellectual integrity in judgment and analytical ability and also be able to streamline the office. Consider my application and give me a chance to work with your Organization to prove myself worth for it.

(B.Vijayaragavan)