NANDAGOPAL PADMANABHAN 

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Mobile no:-7538858237

CAREER OBJECTIVE

To put my abilities and learning skills to best use and make my effective contribution to an organization for a bright and rewarding career.

SIGNIFICANT HIGHLIGHTS

* CERTIFICATE OF PERFORMANCE GRADING WITH “A” GRADE
* CERTIFICATE OF LONG SERVICE AWARD

ACADEMICS

* MBA Financial Management -2014 Annamalai university (regular mode)
* MBA operations and international trade 2008 national institute of Business Management

 (Economics degree ) from Calicut university in 2005

Professional Education

* Diploma in Computer Application (**Oracle**, **tally**, Microsoft office tools )
* Strong in ERP software **(ORACLE)** and **in Accounting Packages**
* **Presently working in tally erp software**

PERSONAL DETAILS

Father’s Name A PADMANABHAN (Late)

Date of Birth 17th June 1982

Languages known Malayalam, Tamil, Hindi &English

Permanent Address: NANDANAM VIIII 26 (I) Near Punnakulam NSS collage

Akathetharapost PALAKKAD -678009KERALA (ST)INDIA

SUMMARY OF PASSPORT

Passport Number : P9132064

Date of issue : 10th April’2017

Date of expiry : 9th April’2027

SUMMARY OF DRIVING LICENSE

Two wheeler License No : 9/4107/2007(Kerala state driving license)

 Valid up to 9th Jul ’2027

Four wheeler License No : TN 6520090005821(tamilnadu state driving license)

 Valid up to 4th Nov’2029

PROFESSIONAL PROFIE

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| NAME OF THE COMPANY | POSITION | DURATION |
| Kairali Ayurvedic health resorts p ltd Palakkad KSK ENERGY VENTURES LTD/SAI REGENCY POWER CORPORATION PVT LTD(SITE) | Working as **Asst. Manager**(Accounts finance)Sr.Executive ACCOUNTS AND ADMIN-Documentation (PROJECTS AND ERECTION COMMISSIONING) | Working since October-19 to feb-2020 Working since August-18 till Augus-19Working since 19th Feb 2007 To till June-2018 |
| KASARGOD POWER CORPORATION PVT LTD(SITE) | ACCOUNTS &liaison ASSISTANT |  15TH  , APRIL 2005 to 22nd JAN, 2007 |
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Accounts, Admin, Document management portal, corporate Social Responsibility

Statutory payment liaison with govtdepartments and follow-ups

* Around 10 years’ experience in F&A in Operations Management.
* In depth knowledge of day to day operations in business operations with rich experience in handling operations, training and transition.
* Lead new transitions in Finance & Accounting from training and operation stand point. The role involves analyzing the process readiness, process in scope, skill set, technology readiness, Hiring readiness, documentation (SOP & Training collateral) and sign-off from client.
* Possess excellent interpersonal, communication and organizational skills with proven abilities in analytics, training & development, customer relationship management and planning.
* Excellent skills in using the Microsoft Office products, especially with Excel and PowerPoint.

CURRENT JOB DISCRIPTON- ACCOUNTS PROJECTS &SITE AND DOCUMENTATION

* Direct and manage project development from beginning to end;   ▪ Define project scope and deliverables that support business goals in collaboration with executive management;   ▪ Develop project plans and schedule;   ▪ Effectively communicate project expectations to team members in a timely and clear fashion;   Analyze and review budgets and expenditures etc
* Prepare and review budget, revenue, expense, invoices, and other accounting documents.
* Analyze revenue and expenditure trends and recommend appropriate budget levels, and ensure expenditure control.
* Explain billing invoices and accounting policies to staff, vendors and clients.
* Resolve accounting discrepancies.
* Recommend, develop and maintain financial data bases, computer software systems and manual filing systems.
* Handling non-core purchases for the department (taking quotes, issuing Purchase Order, Taking stock of receipt of material)
* Handling vendor payments (processing bills, keep track of bills send to accounts, follow-up for timely release of payment
* Coordinating with vendors for quotes, sourcing new vendors etc.
* Coordinating with event management team · Coordinating with logistics team for bringing in/returning exhibitive equipment.
* Preparation of monthly cash budget and analysis the variance with the actual. Also maintaining weekly bank budget.
* Looking after preparation of all types vouchers like Cash, Bank, Journal , Sales, Purchase , D/Note, C/Note and their proper posting in the books of accounts. Via ERP software
* Scrutiny of ledgers, Reconciliation of Debtors, Creditors & H.O. Also preparation Bank Reconciliation statement.
* Assisting all GST /T.D.S heads like contractor or sub-contractor, salary, rent, interest, Job work, deposit their challan , issue T.D.S certificate & GST filing their return ie GSTR3B/10.
* Supervision of service tax like goods transport (reverse charge mechanism) & deposit t their challan & filing return at right time.
* Assisting afterproperty tax, professional tax, electricitytax, Sale Tax matter up to Sales Tax Assessment. Assisting after all Excise Matters like filling of returns ( ER-1,4,5,6,7), excise audit etc.
* Filing all statutory returns i.e. Annual returns under factories act 1948,halfy yearly returns ,employment exchange return ,labour welfare fund payment(form no.2,21,22,5,25,11 )
* Assisting for Finalisation of P&L A/c and Balance Sheet
* Prepare monthly/fortnightly closing and cost accounting reports.
* Monitor and review accounting and related system reports for accuracy and completeness.
* Supervise the input and handling of financial data and reports for the company's automated financial systems.
* Interact with internal and external auditors in completing audits.

Other duties as assigned

* Liaison with the Supplier to resolve the issues with regard to problematic invoices
* Checking the correctness of the Entries and passing the adjustment entries wherever required
* Monitoring the Rejected shipments and charging the supplier accordingly
* Reconciling between Imaging system and Payable system in order to find out the outstanding unpaid invoices and open pending line items and rectify the same accordingly
* Payroll entries during month ends & Petty cash reconciliation
* Responsible for disbursing urgent checks / Payment run checks/Wire Transfer Payments (In case of Imports)
* Generate remittance advice details to suppliers
* Banks Charges entry – in case of difference in Bank Reconciliation Statement (BRS).
* Monthly BRS Review with Plant
* Identifying and creating provision for the supplier in Debit Balance
* Treasury Disbursement
* Recovering while releasing payment run checks.
* Responsibility of handling Critical Mails / Reconciliation Activity and Managing Payable Operations.
* Matching the Sub-ledger and the General Ledger on monthly basis.
* Reconciliation of Sub ledger & General Ledger on monthly basis.
* Ageing Analysis for all the pending line items(Both Audited & Un-Audited Liability)
* Line Item Reconciliation on a daily monthly basis.
* Intercompany reconciliation and passing the JE for the same on month ends.
* Prepare Daily / weekly and Monthly metrics – Both Recons and Payables.
* Prepare monthly schedules like – Advance, Retention and Stale Accounts.
1. Ensure Open items reconciliation Report are being downloaded properly on a daily basis
2. Contact Payables for all Customer open line items ageing greater than 60 days
3. Ensure the recovery is done for the payment made to the supplier
4. Contact Supplier for remittance details for performing recovery
5. Monitor & Analyze any disputes that are being reported by the supplier towards payments made
6. F&A (Accounts Payables, Disbursement, Reconciliations, Travel & Expenses, Bank Accounting, Fixed Assets)
7. Order Management – Return Order Management
8. Master Data Management – Vendor & Pricing Management
9. Training and knowledge Management
10. MIS Reporting Real Time Scheduling and Management
11. Resource Management workflow

ADMINISTRATION Documentation and OFFICE MANAGEMENT

·          Support in the administration work in the office. Manage incoming and outgoing mails correspondences and proper handle to concern staff

·          Provide admin support for variety activities and events such as meeting, conferences, workshop

·          Manages meeting venue bookings and keeps the respective staff informed on the arrangements

·          Support Administration Coordinator on Annual budget plan

·          Coordinate all travel arrangement for local and international travel including flight, transportation and accommodation and assist visitor when necessary.

·          Provide guests hospitality and handling telephone call in a professional manner.

·          Ensure the maintenance of the office and its supporting facilities which provides a professional environment for people to work

·          Provide support in the management of an effective and efficient Human Resource Development service to the PU level. Manage the leave form of the district office staff. Coordinate with the HR at CO to make sure any information on HR related are distribute to the staff

·          Execute Procurement function and ensure value of money and compliance to Plan Operation Manual on Procurement. Maintain auditable records for all procured items, including supporting documentation

·          Arrange daily vehicles usage and ensure timely pick up of staff and visitor. Control vehicle fuel consumption and prepare regular report on the vehicle consumption per each program

·          Manage office supplies stock

·          Prepare Quarterly report on Communication ( Telephone and internet bills ), Fuel consumption for Vehicle and Generator, Office supplies and Cleaning and kitchen supplies

·          Maintain database of supplier for good and service.

·          Manage the fixed asset, vehicle and office supplies. Ensure appropriate vehicle insurance are in place.

OTHERS

·          In coordination with Finance team, manage Petty Cash to support day-to-day needs

·          Support Administration Coordinator in CO on Annual budget plan

·          Supervise drivers and office care taker. Manage staff development

Assisting in the organizational and space planning for existing and new staff

1. Arranging for advances & timely settling of final payments to vendors·

1. Arranging for travel requirements of colleagues upon request (air- domestic, train, cars etc.)
2. Arranging for Hotels/forex etc./Invitation Letters; prepare visitors’ itinerary etc. Negotiating with hotels, car rental agents etc. for good rates.
3. Handle group events w.r.t hotels/air tickets/conference packages etc. Office Administration – Housekeeping· Maintaining stock of stationary & daily office supplies· Handling routines maintenance issues of office.· Arranging for in office celebrations/ telecom & Videocon· File maintenance for confidential document
4. Ensuring compliance to employment regulatory concerns and reporting
5. Ensuring appropriate employee communication and relations
6. Working with the safety manager to provide employee safety
7. Organising and supervising the administrative activities that facilitates the smooth running of the office
8. Planning, assisting, monitoring and managing staff as required by administration functions and controlling any expenditure that has to do with office work plus hiring support staff.
9. Interface with all staff within the business to ensure that all HR administrative functions are performed effectively

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| STATUTORY COMPLAINCES * Renewal of approvals on due dates under various statutory Acts/Rules after due compliances in coordination
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| * Guiding the O&M Contractors to fall in line with the schedules to assist meeting statutory compliances
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| * To ensure that the organisation’s statutory duties, obligations and its objectives within its Delivery and other plans are achieved in respect of Gas Servicing, all Maintenance and Regulatory Reform issues, on time, within budget, to ensure the safety of customers, colleagues and contractors.
* Ensure effective data management systems, policies, processes and programmes to provide assurance of ongoing statutory and regulatory compliance and delivery within budgets whilst providing for a high level of internal and external customer satisfaction.
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| * Effectively manage allocated/delegated budgets and resources in accordance with the NPH’s Standing Orders, including budget and service planning. Monitor expenditure, commitment of resources and develop strategies to promote quality improvements..
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| * Launching Projects that create common assets and complete on schedule towards Corporate Social Responsibility Activities in project villages with their involvement and participation
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| * Maintaining public image for the company monitoring public attitudes and maintaining mutual relations and understanding and reporting
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| * Ensuring adherence of safety procedures by all employees and workers: general upkeep of plant properties and greeneries
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| * Conducting meetings with the Project for discussing and understanding various basic needs of the
* people to take up in CSR Activitie
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Document Control

* Develop and implement processes related to document control and management
* Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
* Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability
* Maintain the files and control logs as required by the project
* Maintain updated records of all approved documents and drawings and their distribution clearly
* Monitoring processes. Producing listings setting up project filling systems, teaming up with other documentation groups
* Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.

DATE: (NANDAGOPAL)