RESUME

**Balamurugan.J**

**E-mail:** balamuruganj1981@gmail.com

**Mobile No: 9036371253**

**CAREER SUMMARY**:

Professional with 16plus years of experience in Finance, payroll administration, Corporate accounting, Risk and budget analysis, and Human resources. Experience also includes extensive work in accounts payable, accounts receivable, collections, financial reporting and auditing.

**PROFESSIONAL EXPERIENCE:**

**FRONTIER BUSINESS SYSTEMS PVT LTD**

Frontier Business Systems Pvt Ltd is a one of India’s leading IT Company in Bangalore. Frontier is an ISO 27001:2013 certified Company & operates from a USGBC LEED GOLD certified Green building in Bangalore. Frontier offering comprehensive IT infrastructureend to end Solutions & TechnologyServices over 25 years of Experience.

**DURATION : 15 April’.2019 to 31.07.2020.**

**ROLES AND RESPONSIBILITIES :**

**ROLE :**  **Team Leader- Finance & Accounts**

* Daily verification processing and accounting of receivables.
* Managed accounting operations, account reporting and reconciliations.
* Regular updating and effective implementation of financial data in Tally & SAP Business One.
* Preparation of all financial reports, including Profit and Loss Statement, Balance Sheet, Growth Analysis, Budget Vs Actuals, GAP Analysis, and Statement of Cash Rolling Forecast, Bills Receivables Analytical report, Trail balance as well as the year-end financial reports.
* Improves financial status by analyzing results; monitoring variances; identifying trends; recommending actions to management.
* Guides cost analysis process by establishing and enforcing policies and procedures; providing trends and forecasts; explaining processes and techniques; recommending actions.
* Ensure completion and review of all balance sheet reconciliations and identify and communicate findings.
* Work with internal during reviews and audits to ensure full cooperation from accounting staff and compliance with all qualified requests.
* Managing daily accounting and financial operation.
* Verification and Posting all accounting entries, maintaining timely and accurate input of Information in the SAGE ERP accounting system.
* Generating Monthly Accounts closing, reporting and Analysis.
* Ensure an accurate and timely monthly, quarterly and year end close.
* Process month and end year process, accounts payable/receivable, cash receipts, general ledger, payroll and utilities, treasury, budgeting, cash forecasting, revenue and expenditure variance analysis, capital assets reconciliations etc
* Preparation of Financials PowerPoint presentation for monthly reviews and financial discussion.
* Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
* Supports budget and forecasting activities & Developed budget for specific projects
* General Ledger, Income Tax TDS & AR Aging Reconciliation &Verification.
* Received, recorded and vouchers as well as reconciled records of bank transactions.
* Protects organization's value by keeping information confidential.
* Implement Companies Accounting Policies and interpret guidance in regards to accounting transactions.
* Reconciliation of Bank book and Day book.
* Co ordinate and ensure timely make all statutory payment.

**ARC DOCUMENT SOLUTIONS INDIA PVT LTD**

ARC Document Solutions India Pvt Ltdis a subsidiary of ARC Document Solutions, California - USA.

**DURATION : 01 July’2012 to 12 April’.2019**

**ROLE :**  **Executive - Finance & Administration.**

**ROLES AND RESPONSIBILITIES :**

* Responsible for the monthly close as well as maintenance of all accounting ledgers including monthly review of all account reconciliations and journal entries using Tally ERP 9.
* Preparation of all financial reports, including Profit and Loss Statement, Balance Sheet and Statement of Cash Flows, Trail balance as well as the year-end financial reports.
* Oversee the General Accounting processes of Inter-company, Fixed assets and Accounting and financial reporting of all entities using COGNOS.
* Responsible for all accounting activities compliance with statuary requirements of USA team.
* Prepare tax schedules and coordinate tax workpapers for tax group in India .
* Ensure completion and review of all balance sheet reconciliations and identify and communicate findings.
* Work with internal and external auditors during reviews and audits to ensure full cooperation from accounting staff and compliance with all qualified requests.
* Implement Companies Accounting Policies and interpret guidance in regards to accounting transactions.
* Processed payroll , Preparing TDS Returns, PF, Service Tax return, ESI calculation, VAT/GST on a monthly basis.
* Attendance report, Salary computing, Bonus and increment calculation.
* Generating Inventory report.
* Solely handling all the HR & Admin related activities within the organization.
* Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
* Process month and end year process, accounts payable/receivable, cash receipts, general ledger, payroll and utilities, treasury, budgeting, cash forecasting, revenue and expenditure variance analysis, capital assets reconciliations, fixed asset activity, debt activity etc
* Supports budget and forecasting activities.
* Support Controller with special projects and workflow process improvements.
* Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
* Ensure an accurate and timely monthly, quarterly and year end close.
* Protects organization's value by keeping information confidential.
* Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies
* Improves financial status by analyzing results; monitoring variances; identifying trends; recommending actions to management.
* Guides cost analysis process by establishing and enforcing policies and procedures; providing trends and forecasts; explaining processes and techniques; recommending actions.

**PREVIOUS WORK EXPERIENCES**

**KALANJIAM MILK PRODUCER COMPANY LIMITED**

Kalanjiam Milk Producer Company Limited is One of the packing station in

Tamil Nadu

**ROLE :**  **Assistant Manager - Finance & Administration.**

**DURATION :** **08 Oct 2010 to 26 June 2012**

**KEY ACCOMPLISHMENTS** : Introduced ISO standards across all the departments in the organisation which moved the organization from the loss to profitable position.

**ROLES AND RESPONSIBILITIES :**

* Performed periodic budgeting/modeling to project monthly cash requirements.
* Prepared financial and regulatory reports required by laws and regulations
* Prepared monthly and annual expense forecasts, including any necessary recommended action required to manage costs to achieve budget.
* Managed accounting operations, accounting close, account reporting and reconciliations
* Performed debit, credit and total accounts on computer spreadsheets/databases, using specialized accounting software.
* Received, recorded, and banked cash, cheques, and vouchers as well as reconciled records of bank transactions.
* Reviewed previous accountant’ Æs book entries to ensure accuracy of the G/L.
* Developed online invoicing procedures with several customers in order to streamline the accounts receivable process, which reduced invoice turn-around by a minimum of 30 days.
* Funds allocation for day today operations.
* Cost control and Labour Management.
* Monitoring and controlling Branch Activities.
* Handling sales and accounts administration.
* Physical verification of stock and assisting in finalization of accounts.
* Regular updating and effective implementation of financial data in Tally.
* Performed complex general accounting functions, including preparation of journal entries, account analysis and balance sheet reconciliations.

**HERITAGE FOODS (INDIA) LIMITED,VADAMADURAI,UTHANGARAI, TIRUVANAMALAI & BANGALORE .**

**ROLE :**  Assistant Finance & Accounts

**DURATION** : 13-Jul-2007 to 07-Oct-2010

**Key Accomplishment**  : Developed a universal database for all the branches across Heritage Food. Implemented finance schedule all the locations and convert

**ROLES AND RESPONSIBILITIES :**

* Developed and maintained monthly job-cost/ profit analysis spreadsheets and reported directly to Accounts regional head of the organization.
* Daily verification processing and accounting of payable and receivables.
* Analyzed and approved purchases of new equipment and materials for production managers and mock up designer.
* Petty cash Handling and reconciliation of Bank book.
* Carried out all necessary day to day accounting responsibilities, including journal entries, accounts payable/ receivable, bank deposits, invoicing, collections, etc.
* Co ordination with external Auditors for finalization of Accounts.
* Co ordinate and ensure timely make all statutory payment.
* Handling Accounts and Administration.
* Working and Monitoring Oracle based Online Account user.
* General Ledger and AP Sub Ledger Verification
* Processed payroll  for over 150 employees.
* Preparing and forwarding the Unit replies of Audit Queries to the Higher Authority.
* Daily Verification processing and accounting of payables and receivables.
* Co-ordination with External Auditors for Finalisation of Accounts.
* Responsible to co ordinate with stores department to monitoring the all stores day today activity.
* Preparation of Budget Vs actual, Material Balance, Schedules, Monthly reports, Sales tax return, VAT return, TDS return and reporting to regional office.
* Supervising and verification of plant stock and stores stock.
* Liasoning with Bank in connection with various function like deposit of daily collection and Payment etc.

**A.CHANDRA SEKARAN TRANSPORT CONTRACTOR**

A.Chandrasekaran -TNCSC & Kerala Civil Supplies Transport Contractor.

**DURATION: 05-June-2001 to 30-June-2007**

**DESIGNATION: - Accounts In charge.**

**ROLES AND RESPONSIBILITIES :**

* Responsible for the monthly close as well as maintenance of all accounting ledgers including monthly review of all account reconciliations and journal entries.
* Preparation of all financial reports, including Profit and Loss Statement, Balance Sheet and Statement of Cash Flows
* Collecting the Cheques & Draft from Various District TNCSC Office.
* Responsible for all accounting activities compliance with statuary requirements
* Preparing TDS Return.
* Hands-on experience in billing, monthly partner payroll and sales use tax filling special projects as needed

**COMPUTER KNOWLEDGE :**

* Expertisein Handling packages of Accounts ( Focus Accounting Software)
* Expertise in MS-Office Products
* Expertise Oracle Online ERP Accounts Module.
* Knowledge FICO, HR Module & MM Module SAP.
* Expertise in Tally9.
* Knowledge in SAGE ERP.
* Knowledge in SAP Business One.

**Education**

* Bachelor’s Degree in Business Administration from V.H.N.S.N.COLLEGE, VIRUDHUNAGAR in 1998 to 2001.
* Doing MBA Final year through Correspondence from Madurai Kamaraj University.

**PERSONAL PROFILE**

**Name :J.BALAMURUGAN**

**Fathers Name :K.JEYARAJ**

**Date of Birth :11 July 1981.**

**Languages Known :English and Tamil**

**Residential Address : No.6-14/2, Shree Raksha, 1st Floor,**

**1st Main Road, Canara Bank Colony,**

**Uttarahalli, Bangalore- 560 061.**

**Place**: Bangalore yours faithfully,

**Date**:

**(balamurugan.j).**