**5, THIRUPPAVAI STREET**

**SRI SAKTHI NAGAR,ANNANUR**

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| **EDUCATIONAL QUALIFICATION** | | | |
| **DEGREE / EXAM** | **INSTITUTION** | **SPECIALISATION** | **YEAR** |
| M.B.A HR | University of Madras | Human Resource & Development | 2009 |
| Bachelor of commerce | University of Madras | Accounting & Taxation | 1999 |

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| **EXPERIENCE SUMMARY** | |
| **Institution Designation Held Period Duration**   1. Tyche motors Senior Accountant October 2014 – Till date 5 Yrs 3 Months 2. V. Ships Asia Pte Ltd Accountant February 2010 – September 2014 4 yrs 7 Months 3. Paramount Shipping Services Accountant March 2005-January 2010 5 yrs   Total experience **14 yrs 10 Months** | |
| **AREAS OF EXPERTISE** | |
| 1. Quality Assurance & Internal Control Reviews (Accountant, V.Ships Pte Ltd)   Financial reporting   * Managing to send the timely Summary of expenses report to vessel Owners as per time schedule agreed * Updating purchases, Sales, Payroll & Journal entries related to expenses in Tally.ERP 9.0 * Preparing budgetary report of Corporate office & send the same to my Head office @ UK on every month beginning * Suggest Paper Adjustment Entries to ensure that expenses related to the reporting period is accounted appropriately.  1. Quality Assurance & Internal Control Reviews ( Accountant Tyche Motors)   **Responsibilities handled :**   * In charge of Southern Region Accounts and Commercial. * Responsible to close books of accounts ( MIS Report ) on monthly basis by 5th of every month. * Preparation of profitability statement on monthly quarterly and annually for Sothern Region. * Preparation of product wise profitability report on case to case basis. * Responsible to monitor the inventory and report the same on day to day basis to branch head.      * Responsible to look after logistics department accounts. * Visioning with Statutory ( TDS, VAT,GST )and Internal auditors to sort out the audit issues. * Responsible to prepare budget and send monthly variance analysis report by discussing with branch head as to action plan to reduce cost.  1. Quality Assurance & Internal Control Reviews ( Accountant M/S. Paramount Shipping Services Pvt Ltd)  * Book keeping and reporting to management on operation status- Monthly & Qtrly profitability, * Day book and ledger analysis. * Efficient Receivables Management, clubbed with Supplier and Customer Reconciliation. * Control and Review of works/assignment assigned to subordinates and guide them to achieve the   organizational objective with focus on efficient and effectiveness with fixed deadline for timely  elivery of work.   * Finalization of books with statutory auditors. | |
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| **COMPUTER SKILLS** |
| => Higher Diploma in Software Engineering ( capable of working on any kind of software installed on working environment  => MS Office (Excel, Word, PPT), Lotus Notes, MS Outlook |
| **ACADEMIC ACHIEVEMENTS** |
| * School 4th in **Higher Secondary Examination with 88 %** |
| **PERSONAL DETAILS** |
| Date of Birth & Age: 23rd September 1979, 39 years  Father : Ramanananthan S (Retired Government Employee)  Mother : Rajseswari R(House wife)  Wife : Ramya R (House wife)  Languages : Tamil (native) |