

**Venkadeshwaran N**

E-mail : [venkadesh1066@gmail.com](mailto:venkadesh1066@gmail.com)

Mob : +971 55 2099 193



### **Career Objective**

To work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization.

### **Professional Experience**

**Organization** : **Novablue Industries LLC**

**Duration** : Since March 2018 to tillnow

**Designation** : Accountant General - **Accounts Receivable Cum Sales Estimation**

**Company Profile** : “The leading manufacturer of CABLE MANAGEMENT SYSTEMS in the Middle East”

#### **Job Responsibility**

| <b><u>Accounts</u></b>   | <b><u>Estimation</u></b>   |
|--|--|
| Account Receivables management, Verify & Posting sales invoices<br>Prepare Aging report, CFF verification and validation<br>Reconciliation of Bank accounts, customer statements<br>Preparing payment vouchers, assist to filing VAT Return filing on quarterly basis<br>Assist to prepare monthly account finalization & Internal auditing. | Prepare costing/estimation and ensure the offer send to the customer on right time<br>Coordinate with sales teams and production<br>Monitor Team's progress, identify shortcomings & propose improvements<br>Assure quality of sales<br>Maintaining sales tracker<br>Coordinate with back office team related to sales queries<br>Delivery co-ordination with production dept. |

**ERP Handling** : Microsoft 365 Dynamics

**Organization** : **Lear Automotive India Pvt. Ltd.** (Outsourcing by ‘ACRO HR Soutlions India Pvt Ltd’ )

**Duration** : Jan 2017 to Jan 2018

**Designation** : Associate Finance – Accounts Payable Dept.

**Company Profile** : “Lear was founded in 1917 in Detroit, Michigan as American Metal Products, a manufacturer of tubular, welded and stamped assemblies for the automotive and aircraft”

#### **Job Responsibility:**

- Responsible for daily, weekly, and monthly account activities including timely and accurate accounts payable
- Accountable for preparation and delivery of month-end closings and financial reporting activities to corporate accountant such as TDS workings & Rationalization, For-ex workings, Preparing monthly Forecast, bank reconciliation, Cheque receipts & disbursements, Invoicing
- Reconcile vendor statements quarterly in order to ensure that the account is kept current.
- Handled the processing, distribution, accuracy verification and maintenance of invoices
- Resolved clients billing issues
- Responsible for contractual agreements for the operation of the company, updates, renewals, negotiations and payment schedules
- Ensure the supplier payment by 3-way matching method.

- Ensure to make the A1 & A2 payments.
- Processing employees Local and Foreign T & E claims
- Ensure proper audit trail is maintained
- Ageing Report and Analysis

ERP Handling : QAD

Organization : **Snow Factory Equipment EST, Abu Dhabi** (Sister company of ‘**Semcotech Industrial Equipment LLC, Dubai**’)

Duration : From Sep - 2014 to Oct-2016 (2 years)

Designation : Accountant General

Company Profile : It is a Trading Company focused on Supply, Installation & Commission of Engineering Equipments which head office is located in Dubai and having the Branch in India.

Job Responsibility :

- Maintaining Head office and Branch office accounts Independently.
- Adhering with applicable International Financial Reporting Standards (IFRS) and internal accounting policies and procedures to assure that the financial statements give a true and fair view of the current state of affairs.
- Gathering the supporting information from relevant personnel and maintaining complete & accurate record of all financial transactions; consolidating and sharing this information with external auditors to facilitate them in their annual audit assignment.
- Maintaining day-to-day accounting enteries in Tally ERP.
- Assuring that sufficient funds are available in petty cash for CAPEX and OPEX expenditures; Forecasting future cash needs and lining up economical and reliable sources of funding.
- Keeping close tabs on Accounts Payable and Accounts Receivable and conducting aging analysis to ensure that the cumulative total in each tier is within pre-determined limits.
- Assist with the Sales team by Sending Enquiries, Preparing Invoices, Vendor Registration Process,
- Performing HR & Admin works like Logistics handling, Air Ticket booking, Attendance Maintaing, Payroll preparion etc.

ERP Handling : Tally

Organization : **State Street HCL Services (India) Pvt. Ltd., Chennai**

Duration : April 2013 to May 2014 (1 years, 1 month and 15 Days)

Designation : Analyst

Company Profile : “This is a part of HCL’s strategic vision of providing domain specific transaction Processing BPO services to leading clients in the Financial Services Vertical.”

Job Responsibility:

- Part of Fund accounting team EMEA region of State Street Global Services and it constitutes various types reconciliations, which includes Cash/Holdings/IM Reconciliation and Foreign Exchange Forwards which is part of fund reconciliations
- Handling day-to-day unscheduled activities like Conduct Hurdle Meet, Preparing Daily Checklist etc.,
- Maintaing client information
- Reconciling Daily, Weekly, Fortnightly & Monthly Funds as per the requirements received from the client.
- Co-ordinate the team.

Achievement : Got a **BEST PERFORMER-BRAVO Award** for effectively managed the cash recon independently with Excellent Quality.

### Skills

- An enterprising, hardworking and technically skilled specialist known for accuracy, attention to detail and timeliness in managing disbursement functions for diverse-industry employers possesses experience of 8+ Years
- Having knowledge in India Taxation VAT, Excise Duty, Service Tax, TDS & GST
- Experienced in Accounts Management to include accounts Payable/Receivable
- Experienced in managing query resolution by teams for internal business users and external suppliers

### Academic Profile

- **Master of Business Administration** (MBA with the specialization of **HR & FINANCE**) (2010-2012), JJ College of Engineering & Technology (Affiliated to Anna University, ) with an aggregate of 77.6% (CGPA)

**Project: A Study on Quality of Work Life** in AuroElectronics, Puducherry”

- **Bachelor of Commerce** (B.Com.) (2006-2009) TDMNS College of Arts Science (Affiliated to M.S.University, Tirunelveli) with an aggregate of 68.45%

**Project: “Attitude towards Share Market – A study unit with reference to Investors and Non-investors in Vallioor”**

### Personal Strength

- A self-motivated professional
- Passion for initiating and facilitating continuous improvement
- Work Independently and as part of a team
- Positive attitudes towards life

### Awards/ Achievements

- Having all level certificates (‘A’, ‘B’ and ‘C’) in “**National Cadet Corps**” (NCC) in School & College
- Had been the Student’s Chairman in MBA Department and conduct the Intra college Symposium, **CREFUMEN’12**

### Personal details

Languages Known : Tamil & English

Date of Birth : 18 Nov-1988

Marital Status : Married

Blood Group : A1B+

Nationality : Indian

Passport No : K7505277

Visa Type : Employment – Valid upto Nov’2022

Place : Dubai

Date :