**VINOTH S**

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**Location Preference: Tamilnadu/Bangalore**

Chronicled success of  **7years**’ experience; targeting assignments in **Accounts Payables / Accounts Receivables / Revenue&Expense Management / BFM Support/Supply Chain Process**  preferably in **MIS** and **FMCG** /**Life Sciences/Auto Maufacturing**  with an organization repute

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| **Core Competencies*****Receivable & Payable Management*** ***GL Reconciliation/Accounting******MIS Reporting/PPT Presentaion******Aging Report/Forecast Preparation******Financial & Account Planning******Cash Flow Analysis/Project Analysis******Financial Reporting & Documentation******P&L Preparation/Data Analysis******Revenue & Expense Analysis******Supply Chain Management Process*** |  | **Profile Summary*** Exhibited excellence in implementing best practices for Accounts Payable & Accounts Receivable Operations; managing client relations as well as timely and accurate processing of invoices, purchase orders, expense reports, credit memos and payment transactions
* Skills in managing cash reconciliations, payment date accounting, monthly reporting & financial analysis
* Expertise in standardizing and streamlining Standard Operating Procedures (SOPs) for various Accounts Receivable (AR) functions
* Experience in documenting all accounts receivable/payable transactions on regular basis and collating metrics from various associates and preparing appropriate reports
* Skilled at managing day-to-day cash & accounting functions in coordination with departments for smooth financial operations
* Competent in managing operations of the Accounts Payable (AP) & Accounts Receivable(AR) section with focus on ensuring efficient processing
* Possess elementary knowledge of budgeting, forecasting & variance analysis; quick learner with analytical & organizational capabilities with expertise in formulating & implementing accounting systems
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**Organisational Experience**

**Feb’20 - Current with Naviltas Life Sciences Ltd, Chennai as Senior Accounts Executive – BFM Support**

**Key Result Areas:**

* Construct Order Book to record revenue realized for all the Ongoing Regulatory & Pharmacovigiliance projects for APAC and Europe region on a monthly basis.
* Reconcile the Clinical Order wins every month with the signed contracts and instruct the AR team to start invoicing.
* Reconcile and analyze the variances of monthly revenue and expenses with the previous month for huge differences.
* Co-ordinate with the AR and AP team for the invoice approvals from the PM’s, for the respective teams to account them in system.
* To prepare the accounts payable and receivable status on Monthly/Weekly Basis
* Established a process of Accounts payable, Accounts Receivable, Banking, Travel and General Ledger
* Review and pay in a timely manner all invoices and bills of the Vendor
* Preparation Of Aging report (**AR & AP** Outstanding Report)
* Preparation of HR Utilization Report
* Preparation of Outstanding report Accounts Receivable**(AR)** and Acccounts payable**(AP)**
* Preparation of Accounts statemets
* Review and provide feedback to individual project evaluation reports
* Performing requirements gathering, GAP analysis and change request analysis – preparation of solution definition document and process flows.
* Preparation of Forecast report
* Preparation Defered revenue report customer wise
* To Prepare content of presentation according to the Project Manager’s Requirmrents
* Reconciliation of revenue and deferred revenue balances
* Review of customer contracts and identifying contract elements to be accounted

 **Mar’2019 - Oct'19 with Randstad India LTD, Chennai as Accounts& MIS Executive**

**Key Result Areas:**

* Reconciliation of bank accounts
* To prepare the accounts payable and receivable status on Monthly/Weekly Basis
* Transporter invoice checking Loading and Unloading charges
* Co-Ordination with Supply chain team and providing necessary support to them for billing
* To Prepare Eligible order for refund Amount
* Approval for invoices, return authorizations, Issuing credits and cancellations.
* Daily follow-up on outstanding payment through calls & mails
* To prepare collection amount from MFI on daily basis
* Product wise Commission calculation and payout to business partners
* AP / AR management of MFI (Micro Finance Institutions), B2B and BC partners
* Provision computation for Partner Commission, Transportation and delivery charges
* Timely presentation of aging of the receivable to management for speedy recoveries
* Validating and processing the refund for returned products
* Ensuring timely conduct of stock audit and reconciling the difference
* To prepare collection amount Report from MFI on daily basis

**Feb 2017’ – Jan 2019 with Nestle India LTD, Chennai as Accounts & MIS Executive**

Feb’17 – Mar18: Accounts Executive

Apr’18 – Jan 19: Accounts & MIS Executive

**Key Result Areas:**

* Freight Payment & DC Expenses - Invoice checking and payment request send to SSC.
* To prepare the accounts payable and receivable status on Monthly/Weekly Basis
* Co-Ordination with Supply chain team and providing necessary support to them for billing
* Clear access balances from GRIR reports on a daily Basis.
* Raising Debit and credit note for the payment, which is made for the distributor.
* On time payment for Transport vendor payment and 9 DC Expenses
* Shipment Correction & co-ordinate with vendor for bill process
* Transporter invoice checking, CD Claim checking and DC Expenses
* Providing Financial Reporting statement for the cash distributor.
* Handle timely invoice processing (including deciding on the tax codes) and posting, Received Invoices
* To Prepare daily basis for Transit file and CD Wise balance
* To Prepare the Bank statement for the Retailer wise

**Apr’2015 - Jan'2017 with Asahi India Glass LTD, Chennai as Supply Chain Maangement & MIS Executive**

* Working as a “SCM &MIS Executive” for Production planning control (Demand Planner) in Asahi India Glass Ltd from 24th April 2014 to 31th January 2017
* Daily based WIP Stock compile and production sheet update in Excel & oracle Maintining coordination with the
* To make weekly and monthly result preparation with oracle (Process yield, Time yield, Gap- Analysis, Rejection percentage & rework status)
* To prepare Daily plan Vs Actual for Production
* To release the Job order for Plan every machine based on daily
* Maintain the minimum Stock level in FG warehouse based on Stock norms
* Prepare Daily stock working based on customer schedule and circulate to concern Department.
* To prepare process wise daily Gap analysis for every model

**Sep’2012 - Oct2013 with Hinduja Gloabal Solution TD, Chennai as Customer Relatio Officer**

* Customer Solve the queries and issues
* Follow communication procedure, guidelines and policies
* Customer orientation and ability to adapt/respond to different type of character
* Explain the new product and features

**Certifications / Courses**

* Tally ERP 9 Certification from Systems Domain, Chennai
* MS Office Course

**Academic Details**

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| **COURSE** | **NAME O BOARD/UNIVERSITY** | **ACADEMIC YEAR** |  **PERCENTAGE OF MARKS** |
| **MBA-Finance** | Madras University (Distance Education) | 2017 - 2019 | 66% |
| **BCA** | Dharmapuram Adhinam Arts College, Mayiladuthurai. (Bharathidasan University) | 2009 - 2012 | 58% |
| **HSC** | Government Hr. Secondary School, Therizhandur | 2008 - 2009 | 65% |
| **SSLC** | Government Hr. Secondary School, Reddiyur. | 2006 - 2007 | 50% |

**Technical Skills**

* MS Office,
* VBA(Macro),Tally,Rapid ERP,Oracle R12.

**Personal Details**

**Date of Birth:** 04.10.1991

**Languages Known:** English, Tamil,

**Address:** 5/84 Mount Complex Butt Road

 Chennai 600016