**The post of Accounts Manager/Finance Manager Sr. Accountant**

**KJ Ravisankar **

 kjravishankar@yahoo.com **Date of Birth 1st June 1963**

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Nationallity Indian

Passport no M0990080

Passport issued palace Tambaram, Chennai, Tamilnadu India

Date of expire 15th Aug. 2024

Visa status Visit Visa

**MIDDLE LEVELASSIGNMENTS**

**PROFILE SKILLS**

  **~** Planning & Organizing, ~Commercial awareness. ~ Ability to work under pressure. ~Excellent analytical skills. ~ Interpersonal skills. ~Numerical skills. ~Excellent presentation skills .~Fluency in English written and spoken.~ Accounting SOFTWARE In-depth knowledge of working experience with **~Tally ~Zoho Knowledge of SAP Quickbooks Accounting software in ~ Sage ~Wings ~Peach Tree ~ Focus**

Skills Accounting ~ Coordinate with respective department  ~ to ensure accurate and timely  ~ consolidation of Finance Department reporting needs ~ Cash management ~ Monitoring collections from customers on daily basis from all offices/branches ~ Monitoring Cheques and cash deposits in the bank ~Consolidating receipts from customers on a daily basis ~Payments Releasing (Cash & Cheques) ~Updating the Payment Report department wise -Weekly and Monthly. ~verifying, allocating, posting, reconciling transactions; resolving discrepancies.~ Bank matters ~ Prepare for monthly payroll along with WPS System. ~ Inventory~ GR/IR ~ Purchase order ~ Review the accuracy and adequacy of supporting information s ~ Purchase order release ~ Sales order Sales ~ Online transfer, ~ UAE Vat Reports Verify payment with support invoices with LPO - Staff Reimbursement Expense ~ ~ Inter branch reconciliation ~ BP/ BR/ GL/ Inventory Management company, Retails Trading / Import / Export company – Group company Accounts ~ Accounts Reconciliation, ~inter branch, ~ cash reconciliation, ~ bank reconciliation ~

 **Roles and Responsibilities**

A competent professional with **nearly 25 years of experience** in: India and Abroad

 **~** Finalization of Books of Accounts **~** Supervising accounting team, month-end closing entry

 ~ BP/ BR/ GL/ Inventory Management company, Retails Trading / Import / Export company – Group company Accounts

~ Preparation of Monthly, Quarterly, Half-Yearly and Yearly Financial Statements and schedules ~Perform financial analysis and reporting ~ UAE Vat Return ~ Facilitate accurate and timely processing of Auditing ~ Revenue and Receivable ~ Credit Control policy ~ statement ~ Daily cash and bank deposit collection information to Management ~ Coordinate with customers ~ Verify payment with support invoices with LPO - Staff Reimbursement Expense ~ Balance Sheet asset, liability, and capital account entries by compiling and analyzing account information.~ Payment, bank, credit card~ Resolve payment discrepancies ~ Accounts Reconciliation, ~inter branch, ~ cash reconciliation, ~ bank reconciliation ~ Manage Import & Export order, payment, LC ~ Purchase order creations ~ Raw materials ~ Consumables ~ Purchase order approvals ~ Goods Received Notes ~ Finished goods ~ Migo ~ Miro ~ Vendor bills payment ~Recommending policies and procedures ~Liaising Banks ~   Bank Guarantee

 **ORGANISATIONAL EXPERIENCE**

**In INDIA**

**i)Apr.2013-May. 2017 -M/s.Trimex Group Company, as *Manager -Accounts and taxation***

**ii)Jan 2010 - March 2013 M/s KS Iyer & co Vat Manager**

**iii)Sep 2007- Dec 2009: - M/s ITC Ltd Group Company, as Sr. Accounts Executive**

**iv)Mar.2003–Dec.2006 -M/s Xambala Incorporated- as Sr. Associates Member Admin staff Accountant**

**v)Jun.1998–Mar.2000: -M/s Parasakthi consultant , Vat Tax Consultant firm cum Audit**

**vi)Jun.1993-jun.1998 -(BK Birla group) M/s Mangalam Timber Products Ltd as Branch Incharge (Accountant)**

**vii)Aug 87 to March 93 Beardsell group of company Sr. Supervisor**

**viii)Mar.83 to March 87 M K Dandeker & Co. chartered Accountant Accounts clerk cum typist**

IN International

**1)Feb. 2010 to Dec.2012 Worked in MNC company Kenya as Finance Manager 2)Sep 2000 to Dec.2002 worked in Kano , Africa manufacturing, multiproduct company as operation Manager (Sales and Accounts**

 NATURE OF WORK

* line-oriented. Time Management. Attention to details. Confidentiality
* To prepare monthly closure in SAP/Tally/Zoho
* Verify of Sales, Purchase, Payment, Receipt Vourchers
* Excellent knowledge of accounting regulations and procedures
* . Handling of Accounts upto Finalization
* Taking care of Bank, Debtor's & Creditor's Reconciliation, Scrutinization of Ledger
* Intermediate MS Excel skills including Vlookups and pivot tables
* Processing supplier Invoices
* Handled of registering and filing VAT.
* Maintaing and updating records of good received and issued in stock movement, Update Stock Statement and report
* Maintaining of Petty Cash record and reimbursement of Travelling Allowance, Vouchers & other Expenses of Directors and other Staff
* Supplier Reconciliation
* Pay monthly Du, Etisalat and DEWA bills.
* Monitoring supplier Debit Balances (Local and International)
* Followup with Clients for Order, Quotation and outstanding payment of debtors
* Goods and Service Tax Invoice and Tax Credit Note
* Preparation of Month end Schedules
* To prepared month end MIS
* Check inter-company reconciliation –
* Experience in MANUFACTURING, TRADING, SOFTWARE, FMCG. CONSTRUCTION Should have adequate
* Manage all accounting transactions and worked as Finance Manager, Executive ,Taxation, and Accounts Manager level
* Prepare budget forecasts Publish financial statements in time
* Handle monthly, quarterly and annual closings Reconcile accounts payable and receivable
* Ensure timely bank payments
* Audit financial transactions and documents

**EDUCATION**

* B**.Com. from Annamalai University , Tamilnadu India in 1987**
* **BA from Kanpur University in 1986**
* **Foundation Course II from Annamalai University , Tamilnadu India in 1982**
* **Accountancy Exam in inter passed from Board of technical examination TAMILNADU GOVERMENT**

**PERSONAL DETAILS**

Address: **No. 9, 8th Street, Vinobhaji Nagar,**

 **Hasthinapuram, Chitalapakkam Post,**

 **Chennai-600064, Tamil Nadu India**

Languages known English Hindi, Tamil, Malayalam

Driving License  : Car License Having