

## **CURRICULAM VITAE**

**Saravanan Kulandai Vadivelu**  
#16/233.2<sup>nd</sup> Street,  
Shanmuga Nagar (East Extension).  
U.K.T.Malai.  
Trichy. Tamil Nadu.  
India .  
 **0091 90807 27755.**  
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### **Carrier Objective**

To be a part of organization where the management structure recognize loyalty, honesty, hard work and ambition of an employee by providing growth opportunities that could contribute to the success of the company. It will be a great honor to become a part of an organization where I can use my skills, knowledge and interactive abilities, and to co-operate and work well with people.

### **Summary of Skills and Experience :**

Results-orientated accounting professional with broad experience in a deadline-driven environment. Proven track record in consistently and effectively delivering accounting services that enhance the company's purpose and profitability.

### **Professional Experience :**

**Organization : Galaxy Energy General Contracting LLC**

**Designation : Assistant Accounts Manager**

**Duration : March 2018 to Jan 2020**

#### **Job Role :**

- Finalization of Financial Statements
- Internal Auditing
- Interaction with banks and other financial institutions
- Debtors Management
- Approval of Vendors/Suppliers
- Approval of Purchase orders
- Financial planning
- Handling monthly journal entries, accounts and various ledgers.
- Managing monthly sales and marketing expenses.
- Preparation of various accounting reports, Income & Expenditure statements, Bank Reconciliation statement etc.
- Preparation and filling of Vat Return

- Preparation of Cash Book – Purchase Day Book – Sales Day Book – Purchase Return Book – Sales Return Book and other Subsidiary Books.
- Preparation of Purchase Register – Sales Register – Cheque Receivable Register – Cheque Payable Register

**Paakam Home Stay & Restaurant October 2016 to February 2018 Manager – Accounts**

**Job Role :**

- Manage and oversee the daily operations of the accounting department including:
- 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

**Cendhur Builders (P) Ltd. April' 2005 to October' 2016 Executive-Accounts**

**Job Role :**

- prepare monthly account reconciliations
- review and verify accuracy of reported data
- present all monthly and year-end financial reports
- analyze and interpret financial reports and records
- report on variances
- present corrective action recommendations
- ensure compliance with all statutory and company requirements
- review accounts payable and accounts receivable
- prepare tax schedules
- prepare for and coordinate internal and external audit processes
- develop and implement internal controls and procedures
- produce analyses regarding capital asset acquisitions
- manage fixed asset process and policy

**Spice Net Limited**

**March 2004 to April 2005**

**Accounts Assistant**

**Job Role :**

- Prepare and fact-check invoices before sending them to customers
- Maintain and update general ledger and sales journal
- Obtain approval to satisfy vendor statements
- Prepare, fulfill and distribute checks
- Approve and process wire transfer requests
- Prepare and gain approval for POs
- Scan, file and log accounting documents

**Halidon Marketing (P) Ltd.**

**Jan' 2001 to Feb 2004**

**Administrator**

**Job Role :**

- Answering incoming calls; taking messages and re-directing calls as required
- Dealing with email enquiries
- Taking minutes
- Data entry (sales figures, property listings etc.)
- General office management such as ordering stationary
- Organizing travel and accommodation for staff and customers
- Arranging both internal and external events
- Possibly maintaining the company social media accounts
- Providing administration support to Sales Reps, Property Managers

**COMPUTER**

- Tally
- Microsoft Office
- Operating System – Microsoft Windows

**Technical Qualifications:**

No	EXAMINATION	INSTITUTE	YEAR	BOARD / UNIVERSITY
1	D.H.T	<u>ST.JIP</u>	2000-2001	NCVT

Educational Qualifications:

No	EXAMINATION	COLLEGE	YEAR	BOARD / UNIVERSITY
1	B.Sc.[Physics]	<u>PERIYAR E.V.R.</u> <u>COLLEGE.</u> <u>TRICHY</u>	1996- 1999	Bharathidasan university

Personal Details

Name : K.Saravanan.

Father's Name : V.Kulandai Vadi Velu.

Martial Status : Married.

Date of Birth : 19<sup>th</sup> April 1978

Address : 16/233,2<sup>nd</sup> Cross,  
Shanmuga Nagar,  
East Extension,  
U.K.T.Malai,  
Trichy  
Tamil Nadu  
**India**  
Pin Code-620 102.

Passport No. : **N4638969**

Date of Issue : 13-11-2015

Date of Expiry : 12-11-2025

Languages : Tamil & English.

I hereby declare that information mentioned above is true with the best of my knowledge.

Date: 10.05.2020  
Place: Trichy. Tamil Nadu.

Saravanan Kulandai Vadivelu.