



78 Thiruvalluvar Nagar
GUMMIDIPOONDI



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OBJECTIVE

Seeking a challenging and outstanding position in a progressive growth-oriented organization especially in the field of ERP software development (SAP R/3) and where I can utilize my skills to the optimum in the interests of the company as well as to enhance my career.

RAJA. J

EXPERIENCE

June 2009 to Nov 2013

Executive Finance & Accounts • SBQ Steels Ltd

Jan 2014 to Jan 2015

Executive Finance & Admin • MIL Steels & Power Ltd

Jan 2015 to Still date

Accountant • KTV Health Food Pvt Limited

Developed and implemented office policies and procedures to improve office efficiency and reduce costs.

EDUCATION

Madras University. Chennai

- M.com, B.B.A Master of Commerce & Bachelor of Administration

TECHNICAL QUALIFICATION

D.O.A C., DIPLOMA IN OFFICE ACCOUTING - BSS
COMPUTER INSTITUTE

IT SKILLS

- **ERP: SAP ECC6, HANA**
- **Applications: MS Office, Tally ERP 9**
- **Operating Systems : Windows 7/8, Windows 10.**

LEADERSHIP

I have demonstrated strong leadership skills in managing a team of administrative staff and supervising daily office operations. I have experience in providing guidance and support to staff, setting performance expectations and providing feedback, and addressing issues as they arise.

REFERENCES

Available upon request.

Accounts payable:

- Vendor Account Groups
- Configuration of Payment Program
- Configuration of Payment & discount terms
- Configuration of settings for Down payment and special GL transactions
- Settings for reconciliation of bank accounts and configuration for check management

Accounts receivable:

- Customer Account Groups and number ranges
- Configuration of customer master data
- Down payment and special GL transaction like Bill of Exchange etc.,

Specialties/areas of expertise in FI\CO:**Roles & Responsibilities:**

Accounts & Records To Maintained Under GST-Stock Register, Input tax credit availed, Output tax payable and paid, Such other particulars as be prescribed.

Vender Tax Credit Reconciliation-Identify track and communicate on vender wise input tax disallowances

Tax Ledger-Maintain, review, reconcile tax ledger

HSN/SAC code-Co-ordination with Purchases. And IT dept. Maintain Item wise, service wise correct HSN/SAC code in SAP.

Preparation of various reports & summery for Management Information Systems [MIS.

- MIRO Posting
 - Vendor Analyzing
 - Debtor Analyzing
 - Debit Note Raising
 - Preparing Cheque Deposit Entry
- Preparation payments for suppliers

- Check selected entries in the wages sheet with attendance record.
- Examine the sanction of casual lab our by a competent authority check the attendance record and also the terms of appointment.
- Check different deductions for income tax, PF. ESI. Etc. with the challans or returns submitted to the concerned department.
- Check the totals sub totals of wages sheet.
- Verify the genuine of the signature of employee in salary register by comparing them with previous two three months.
- Check whether the salary of each employee gets credited directly to the employee's personal bank account and if paid in cash see whether cheque drawn tally with that of payment made to the employees.
- Preparation Export Invoice and Central Excise Document
- Organizing the containers as per schedule and Vessel opening
- To ensure the delivery of FG Goods to the customer as per delivery schedules and timely receipts at customer end.
- After finishing dispatch related documents scan copy send to customer and original send through courier and HO
- Preparation of Daily MIS report on Dispatch & Realization sales.
- Monthly stock taking and quantity verification as SAP vs. Physical
- Dispatch reports prepared as per plan and submitting to Marketing team.
- Assisting GM (Accounts & Finance) at the time for day-to-day activities for executing work in proper manner with supporting document respectively
- Internal Auditing.

KEY RESPONSIBILITIES / AREAS

Accounts

- Filing of Monthly GST
- Service tax, TDS /TCS.
- Supplier reconciliation & payments.
- Day to day accounting and bookkeeping.
- Preparation of Debit note and Credit Note.
- Petty Cash maintenance and Accounting

PERSONALITY TRAITS

- Good interpersonal, strong analytical, highly enthusiastic, optimistic frame of mind and strong believer in teamwork.
- Good presentation skills disciplined and positive approach to the task at hand.
- Ability to perform and deliver even under grave condition. Result oriented approach.

PERSONAL PROFILE:

Date of Birth : 01.08.1987

Nationality : Indian.

Marital Status : Married.

Residential Address : 61, Tiruvallur Nagar Gummidipondi 601 201, Tiruvallur Dist.,

Hobbies : Reading Books. Using Internet

Languages Known : Tamil, English Telugu & Hindi

DECLARATION

I hereby declare that the above written particulars are true to the best of me.

Knowledge and belief.

Date:

Place:

(J RAJA)

