

**P NATRAJAN**

F2, A Block, 'Midas Nivas',  
4/108, MGR Street, Srinivasapuram,  
Iyyappanthangal  
Chennai - 600 056

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**Personal Details**

Date of Birth : 19-Dec-1967  
Qualification : B Com ( University of Madras )  
Mob No. : 824 800 3302  
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• **Work Experience - Manager – Administration**

Feb 2016 Mar 2023

Urban Mobility Transformation Services PvtLtd  
( An Indian Affiliate of US based NGO - ITDP )

- Preparation of Contract agreements of Consultants
- Taking care of Admin Functions AMCs, Vendor Agmts& Rental Agmts
- General Office Administration & Maintenance
- Petty cash handling
- Preparing Variance Analysis Report ( Budget vs. Actuals ) on monthly basis
- NEFT transfers for Vendor Payments / Salary & other reimbursements
- Vendor Negotiation & Purchases
- Maintenance of Company's Assets
- Arranging meetings / Travel & Accommodation for Consultants
- HR activities includes Payrolls, Timesheet approvals & Travel reimbursements

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**Manager - Administration**  
Adreya Properties Pvt Ltd

June 2012 - Feb 2016

- Taking care of Admin Functions as Housekeeping, AMCs, Vendor Agmts& Rental Agmts
- General Office Administration & Maintenance
- Dealing with Financial Institutions for getting Project Loan for our Operations
- Overseeing Cash & Bank Operations & checks the entries done by outsource staffers
- Interacting with Bank Authorities for NEFT / RTGS transfers for Vendor Payments
- Identifying the Needs, Preparing Policies, Procedures and Work Schedules
- Coordinating, Coaching, Counseling and Disciplining Employees
- Vendor Purchases & Negotiation
- Raising Purchase Orders & follow-up with vendors for supply of materials
- Maintenance of company's Assets
- Recording minutes for all meetings & Secretarial Compliance
- HR activities includes payroll & travel reimbursements
- Working in a accounting software called Xero

**Senior Executive**

Oct 2007-May 2012

ValueSource Technologies Pvt Ltd

( A wholly owned subsidiary of KBC Bank, Belgium )

- Handling admin operations ( AMCs, Rental Agmts, Housekeeping & Other Vendors )
- Facility Management & Organizing admin purchases ( stationeries, cleaning materials )
- Arranging Conference bookings, Travel & Food Arrangements for Annual Open House
- Vendor Negotiation
- Raising Purchase Orders & follow-up with vendors for supply of materials
- Cash & Bank operations with scrutiny of ledgers on monthly basis
- Getting Timesheets from Project Leads to ensure proper billing with our Parent Orgn.
- Processing of Vendor Invoices and ensure timely payment
- Coordinating with Company Secretary for Secretarial Compliance
- Dealing with bankers for fund transfer
- Wire transferring of funds to our foreign vendors as well as to onsite staff and  
Interacting with auditors to get certificates for wire transfer

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**Senior Associate**

Dec 2006 – Oct 2007

Opus Software Solutions Pvt Ltd

- Looked after Chennai Office Administration – Housekeeping, AMCs & Rental Agmts
- General Accounting with respect to Branch accounts
- Vendors interaction and raising of purchase orders
- Raising Invoices to Customers and regular follow-up
- Updating Receivables records with the Co-ordination of Support & Services Team  
for follow-up of pending payments & AMCs
- Complying with STPI Formalities by filing of Softex Forms & Export Invoices, Quarterly  
& Annual Reports in due time
- Preparation of Admin budgets to the management

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**Senior Executive**

Sept 2003 – Nov 2006

FTEN Software Solutions Pvt Ltd

- Looked after Overall Accounting & General Administration
- Raising purchase orders in favor of vendors
- Interacting with the Bankers for Fund transfer and Inward Remittance Certificates at  
regular intervals
- Calculating, Preparing & Remitting of FBT at appropriate time.
- Complying with STPI Formalities by filing of Softex Forms, Quarterly & Annual Reports  
in due time.

**Additional Information**

My initial career was from American Express, Sterling Tree Magnum, Shriram Investments and Bank of Rajasthan wherein my responsibilities are :

1. Vendor payment processing
2. Cash and Bank operations
3. Secretarial Compliance.