

N.SANKARANARAYANAN

E-mail : anusanki04@yahoo.com

18/7 “ BRINDAVAN “

5th North Street

Periyannan Nagar Extension

TVS Nagar, Coimbatore - 641 025

Mobile Phone: +91 84385 87138.

WORK EXPERIENCE

SAUD BAHWAN GROUP, MUSCAT – June 98 to till 31st October 2021.

Working as a **SENIOR EXECUTIVE (CREDIT ACCOUNTS)**

SBG which is one of the largest business houses in the Sultanate of Oman, representing several world-renowned vehicle franchises like TOYOTA, LEXUS, FORD, KIA, GAC, MAN, KOMATSU and HINO etc. with ISO.

I am placed in Installment & Credit Department, which is supporting department to sales and helps our customers to purchase vehicles on Installment Credit.

JOB RESPONSIBILITIES:

- ❖ Analyzing the Credit worthiness of customers and customer's past performance for the proposal evaluation purposes.
- ❖ Liaise with Finance Companies and getting the approval of sale.
- ❖ Documentation for In-house Finance, preparing Amortization working on interest calculations.
- ❖ Verification of Finance company's LPOs and Invoice co-ordinations.
- ❖ Scrutinizing customer's accounts (Accounts Receivable Record) for monthly collection and final settlements.
- ❖ Payment follow up with customer and finance company and accounting process.
- ❖ Branch Co-ordination and Customer Service counter support.
- ❖ Finance Company MIS report. payments follow-up.
- ❖ Receiving postdated cheque and security cheque and maintaining the records.

- ❖ Preparation of reports on daily & monthly basis to the management.
- ❖ Discussing with various insurance company and negotiate the premium rate against vehicle insurance and life insurance
- ❖ Liaise with Insurance company for preparation of insurance cover note and submission of records.
- ❖ Process of claim documents submission as per insurance company requirement and follow up of claim amount.
- ❖ Preparing the MIS report to management against the Insurance cover note issued.

SKILLS

- ❖ Ability to provide accurate data
- ❖ Humility and integrity
- ❖ Ability to keep calm under pressure
- ❖ Customer Handling and maintain good relationship.
- ❖ Ability to identify, solve problems
- ❖ Ability to work with diverse work team and meet adversity with professionalism
- ❖ Ability to manage time effectively
- ❖ Result Focus
- ❖ Self-Development

THE SUPREME INDUSTRIES LTD. Pondicherry, India – Aug' 97 to April' 98.

Worked as an **ACCOUNTS ASSISTANT**. This is one of the leading companies in India manufacturing Plastic Molded Chairs, Crates and other accessories with ISO 9001.

- ❖ Maintaining the Books of Debtors, Cash & Bank Ledgers.
- ❖ Preparation of Bank and Branch Reconciliation and forwarded to Head office.
- ❖ Assisting related to Tax Assessment Jobs.
- ❖ Invoicing and assisting related to Central Excise.
- ❖ Responsibility of Payrolls.
- ❖ Assisting the Trail Balance and Finalization of Accounts

R K HERBALS PVT LTD. Pondicherry, India – Nov’ 95 to Aug’ 97.

Worked as an **ACCOUNTS ASSISTANT**. It was one of the Sister Concern of Beauty Cosmetics Ltd., manufacturing unit of MERRA HERBAL SHIKAKAI & NAIL SHAMPOO.

- ❖ Maintaining the Ledger accounts, Payment Projects, Cash Book, and assisting related to the Tax assessment and Central Excise Jobs.

EDUCATIONAL QUALIFICATION

Completed my Secondary School from Lakshmi Harihara High School, Elathur, Tenkasi, Tamil Nadu, India in 1989

Completed Higher Secondary Course in Government Higher Secondary School, Ayikudi, Tenkasi, Tamil Nadu, India in 1992

Completed Bachelor of Commerce from Manonmaniam Sundaranar University, Tirunelveli, Tamil Nadu, India, in 1995

Completed Advanced Diploma in Financial Management and Business from ACCA, UK in 2008.

Completed MBA (Banking & Finance) in Alagappa University, Tamil Nadu, India, in 2013.

TECHNICAL QUALIFICATION

Typewriting Junior Grade in First Class.

COMPUTER LITERACY

Certificate course in Proficiency in Computer Applications (WordStar / Lotus 123/ FoxPro)

Can handle Windows based software applications like MS WORD, Excel, Power point etc.

Worked at use level of CA (Computerised Accounts) program.

Working knowledge of AS400 system.

LANGUAGE KNOWN

TAMIL – Reading, Speaking, Writing
ENGLISH – Reading, Speaking, Writing

PERSONAL DETAILS

Father's Name : Late Mr. S. Narayanan

Mother's Name : Mrs. N. Komala

Address : 18/7 Brindavan, 5th North Street,
Periyannan Nagar Extension,
TVS Nagar, Coimbatore – 641 025,
Tamil Nadu, India.

Date of Birth : 07/04/1974

Marital Status : Married

Wife's Name : S.Anu

Son's Name : S.A.Abhilash

Covid 19 Vaccination : AstraZeneca/Oxford – 2 doses (11/06/2021 & 31/07/2021) in Oman.

PASSPORT DETAILS:

No. : R4803736
Date of Issue : 07/09/2017
Date of expiry : 06/09/2027
Place of issue : Muscat, Sultanate of Oman.
Oman Driving License : 64457436 / Issued on 25-05-2008
Indian Driving License : TN76 20210010675 / Issued on 22-12-2021

I hereby declare that all the details provided above are true and best of my knowledge.

Date : 30/03/2023
Place : Coimbatore

N. Sankaranarayanan