

CURRICULUM VITAE

RAMKUMAR. S

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Objectives:

To handle highly challenging assignments in areas of Finance & Accounts for a highly growth oriented and reputed organization thereby actively contributing towards the success of organizational goals.

PROFESSIONAL SUMMARY:

A) Accounting B) Taxation C) Audit D) Financial Planning and co-ordination

AREAS OF EXPERTISE:

- A professional with over 18 years of cross functional experience in Accounts & Finance, Taxation, Internal & Statutory Audit
- Sound knowledge in procedures involved in Statutory compliances relating to Taxations (TDS, GST, SERVICE TAX, ESIC & PF)
- Skilled at preparing Trial Balance, Final Accounts & other financial statements
- Coordinating with sub-contractors / vendors, bankers etc. for smoother operation
- Financial Planning and management as per the need of organisation
- Planning and carrying out different types of Audits
- Skills in relationship management and communication

Software Skills:

➤ Operating Systems - Windows 95/98/200/XP. ➤ Packages - MS-Office ➤
Software - Tally 7.4 & 9.0, Net Profit, Oracle (ERP), Visual Basic

EMPLOYMENT DETAILS:

S.No. Name of the company Name of project Designation Work Period

		15.02.2013
1. M/s. Reflex Energy Limited Solar Power Project Asst. Manager Finance & Accounts	12.02.2019 to till date 12.02.2019 to till date	4. M/s. R.R. Constructions S/S & TL Power Project Site Accountant cum Admin 06.03.2008 to 31.03.2010
2. M/s. Thermax Limited Thermal Power Project Accountant cum Admin	16.02.2013 to 25.01.2019	10.09.2005 to 28.02.2008
3. M/s. Vindhya Tele links Ltd., S/S & TL Power Project Site Accountant cum Admin	02.04.2010 to	6. M/s. Indo French Engineers Auditor office Clerk 01.09.2002 to 20.08.2005

Responsibilities and Duties:

Personal relationship project management of assigned clients, including regular contact and forming a good working relationship with the assigned client.

➤ Finance & Accounts and Commercial Accounts Work:

A) Accountant & Finance:

- Manage Accounts team & Project team in this organization
- Project Planning and executing monthly / quarterly / annual cost & Budget schedules
- Verification of day to day Verification Vendor / sub-contractor invoice with any debit note or deductions etc.,
- Providing sub-contractors / Vendor accounts reconciliation as needed
- Generating Reports, updating Cash book & Bank Book
- Maintaining General Ledgers, Party Ledgers, Sales Ledgers, Purchase Ledgers.
- Maintaining banking functions, including Bank Reconciliation Statement, Cash Disbursement.
- Monitoring of day to day transactions and verification of all vouchers
- Reconciliation of party accounts and scrutiny of General ledger, preparation of

monthly Financials.

- Checking GL Transactions
- Maintain TDS Details of Sub Contractors
- Maintain GST Details of Sub Contractors & Vendors
- Filling and maintaining quarterly and annually GST returns.
- Filling and maintaining TDS return
- Any other task required by the Management as per their requirement.
- Provide & collecting of outstanding statements of Debtors.
- Preparation of GST Liability statements of Contractors & Suppliers etc.,
- Monitor and review accounting and related system reports for accuracy and completeness.
- Providing information & Support to internal and Statutory Auditors
- Monitoring preparation of statements including Trial Balance, P & L A/c, Client Outstanding, Account Receivable/Payable, General Ledger, Receivable Management, Balance Sheets on monthly as well as annual basis.
- Interacting with statutory auditors regarding audit finalization of accounts.
- Preparation of Various MIS Report

B) Commercial :

- Collecting and maintain the bank guarantee from sub-contractors.
- Preparing and submit the supply, civil and E&C tax invoice to customer.
- Maintaining the summary statement of customer invoice and payment details
- Collecting the TDS certificate and related documents from customer
- Follow-up & collection of any insurance claim of damaged materials & constructions work

C) Administration Work:

- To be collecting and checking the labour act documents of all contractor's with RA bill's.
- To be verifying the all statutory related documents from contractors.
- To be arrange the accommodation & vehicle facilities for site staff.
- To be follow-up worker's payment from contractor.
- To be proper maintaining the record of legal activities documents.

- To be checking the vehicle bill with mileage calculation.

D) Store Work:

- To be preparing the GRN – Entry of site materials.
- To be preparing the gate pass of materials out ward.
- To be maintaining the diesel consumption report, JCB & Hydra working hours details.
- To be maintaining the materials inward & outward details.
- To be preparing the debit note to vendor & contractor for using of company related materials or any damage of site related work.

EDUCATION DETAILS:

a) Madurai Kamaraj University: b) State Board:

- M.Com - 2000 – 2002 - 78.4% + 2 - 1997 - 68.1%
- B.Com - 1997 – 2000 - 58.5% S.S.L.C - 1995 - 68.8%

Area on project work:

1. Karnataka 2. Maharashtra 3. A.P. 4. Tamil Nadu 5. Gujarat 6. M.P.

Personal Details: Date of Birth

23.06.1979

Sex Male

Marital Status Married

Nationality Indian

Languages Known Tamil, Kannada, Hindi, English

Passport Details Passport No: K3012464 Valid – 27.02.2022

Permanent Address 155, Keelapatti Street, Srivilliputtur, Virudhunagar Dist.,
Tamil Nadu – 626125.

Declaration: I, **Ram Kumar**, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Place: Kovilpatti

_____ **S.RAMKUMAR. Date:**