

Hari Murugan

`Devi Kripa` TC 6/2012-6,SRA 180(G), Elippode, Vattiyoorkavu P.O, Tvpm-13

India Mob: 9061163600

hari616143@yahoo.com

Expertise

Financial Planning &
Analysis...Share
Trading...Administration...
Financial Reporting ...
General Accounting ... Bank
Management ...Purchase &
Payable Management ...
Cash Management ...
Budgeting ... System
Development...

CAREER HIGHLIGHTS

- More than Nine years of experience in the area of Accounting, Finance, Auditing, Costing & Control, MIS and more than Three-year experience in Sharing Trading field.
- Passed MCOM Finance from University of Kerala.
- Advance spreadsheet and database skills using Microsoft Excel
- Proficient in identifying & adopting emerging trends & addressing industry requirements to achieve organizational objectives and profitability norms
- Demonstrated abilities in completing assignments within time budgets and calendar schedules while handling multiple tasks
- Excellent organizational, time management, communication & leadership skill
- Strength: Flexible, Consistent, like to work in team

PROFESSIONAL EXPERIENCE

Credence Hospital:

Accounts Consultant.

Internal Auditing and Financial Reporting.

19/08/2019 to still working.

ArchirodonConstruction Company S.A

Financial Accountant (United Arab Emirates)

07/2014 to 02/2018

Company Profile: One of the leading international marine construction groups, with worldwide diversified activities, offers a full range of services in engineering and construction projects, performing major civil, industrial and electromechanical projects worldwide.

Work Profile:

- Ensure accurate and appropriate recording of cost centers and analysis of cost breakdown report (MTD,YTD,PTD) & comparing it to revenues
- Prepares, examines, or analyzes accounting records, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Working closely with the Project team in the preparation of detailed financial information, analyzing financial information, preparing and reviewing budget and variance analysis.
- Budget review and consolidation for reporting and analysis
- Develops, maintains, and analyzes budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Preparation of various invoices to partners and other financial management reports
- Detailed analysis of variances including head count by cost center
- Ensure all reports and documentation are prepared in a timely manner.
- Assisting with departmental financial queries as and when required.
- Prepare year to date analysis on Actual against Budget concerning Manufacturing, Marketing, Selling and Administrative Expenses
- Monitor year to date expenses committed on Advertising and Promotion in accordance with the Budget forecasted by Marketing Dept.

- Participate in the preparation of budget schedules per cost centers
- Prepare comparative manufacturing and administrative expenses per cost center monthly

Mahindra Finance India Ltd..
Financial Accountant.

01/2014 to 06/2014

Company Profile: One of the leading financial company in India.

Work Profile:

- MIS Reports on daily basis for regional & Corporate Office.
- Verification of customers' invoices.
- Periodically reconcile and scrutinize all the debtors and creditors accounts.
- Verification of Financial documents (Letter of Credit, Letter of Guarantee etc...) before it is presented to bank.
- Preparation of Daily fund availability statement.
- Liaise with banks for fund availability.
- Preparation of contract status report.
- Verification of petty cash transactions.
- Verification of staff salary preparation.
- Preparation of Bank Reconciliation Statement on monthly basis.
- Analyzing financial statements.
- Yearend closing works up to finalization for statutory audit.
- Customer Handling.

Professional Couriers India.
Administration and Accounts Manager

1/2011 to 12/2013

Company Profile: One of the leading Courier company in India.

Work Profile:

- MIS reports as desired by management at circle and corporate level.
- Day to day operation & Supervision of all staff.
- Preparation of Daily fund availability statement.
- Verification of petty cash transactions.
- Verification of staff salary preparation.
- Preparation of Bank Reconciliation Statement on monthly basis.
- Handling Customer issue and Employee Trade Union.
- Implementing new tools and techniques for Business expansion.

JRG Securities India LTD.
Ass.Branch Manager.

10/2007 to 12/2010

Company Profile: One of the leading Share Trading company in India.

Work Profile:

- Customer Support and creating new business Volume.
- Day to day operation.
- Online Share Trading Terminal operation.
- Achieving Business targets.
- Maintaining books of Account.

ACADEMIC CREDENTIALS

- M.COM (Finance) -University of Kerala

- Bachelor of Commerce – University of Kerala

COMPUTER PRACTICAL KNOWLEDGE

- Convergent with advance & analytical functions in MS EXCEL
- GENAS, Focus Softnet, Tally ERP.
- Diploma in Web Application
- BASIC, C , C++ and PHOTOSHOP etc..

Additional Qualification

- I have also conducted spoken English class in TANDEM (approved by Cambridge University Press)

Language Known

English, Malayalam, Tamil & Hindi.

PERSONAL DETIALS

- | | | |
|------------------|---|-------------------|
| - Gender | : | Male |
| - Marital status | : | Married |
| - Date of Birth | : | 10-03-1984 |
| - Fathers Name | : | Murugan. S (late) |
| - Nationality | : | Indian |

Declaration

I hereby declare that the above-furnished facts are true, complete and correct to the best of my knowledge and belief.

HARIM