**CURRICULUM VITAE**



**V.R.RAJAN**

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**PROFILE ABSTRACT**

Having more than 25 years of experience in the field of Accountancy/Accounting/Banking, and also possess excellent working knowledge in ERP Software.

***WORKING EXPERIENCE***

* **SENIOR GROUP ACCOUNTS MANAGR,EXACPRO SOLUTIONS, PVT LTD,TRIVANDRUM,(ACCOUNTS,GST AND TAX CONSULTANTS) KERALA. From June-2019 onwards.**

**BRIEF NATURE OF JOB RESPONSIBILTIES**

* Accounting of clients business transactions on monthly basis.
* Filing GSTR 1, and GSTR 3B before due date.
* Verification of all purchase ,sales and expenses and preparing input and output claims in excel format before filing GST Returns.
* Verification of all Banking Transactions.
* Maintain proper Accounting system.
* Verification Purchase transactions/LPO/Invoices and payables
* Preparation of Bank Reconciliation statements.
* Preparation of monthly Payroll .
* Checking of all Vouchers and other financial Documents.
* Passing of Journal and Adjustment Entries.
* Providing monthly profit and loss account to each client.
* Data collection through mail or monthly pre scheduled Client Visit.
* **SENIOR ACCOUNTANT-CREATIONS VILLAS & APARTMENTS PVT LTD,TRIVANDRUM, KERALA. From May-2018 to May-2019**

**BRIEF NATURE OF JOB RESPONSIBILTIES**

* Day to day accounting .
* Processing of supplier /Contractor Payments and preparation of cheques.
* Verification of Petty cash payment vouchers.
* Monitoring all Banking Transactions.
* Maintain proper Accounting system.
* Verification Purchase transactions/LPO/Invoices and payables
* Preparation of Bank Reconciliation statements.
* Preparation of Payroll and salary payments through bank trf/chqs.
* Liaison with Purchase/Sales/Marketing / HR /Administration Departments.
* Checking of all Vouchers and other financial Documents.
* Verification of Journal Vouchers for Adjustment Entries.
* Letter of Correspondence with Customer /Banks/Auditors/ Suppliers in connection with Accounts/Finance
* Proper and updated file Maintenance of contract and all company agreements.
* Co-coordinating with auditors and submission of IT Returns
* Periodical Physical Verification and cross checking of inventory records .
* Preparation and filing of GST/TDS return/ monthly reports.
* Arranging yearly audit works and co-coordinating with auditors
* **AUDIT/ACCOUNTS MANAGER- M/S. JS HARI ASSOCIATES CHRTERED ACCOUNTANTS,TRIVANDRUM,KERALA STATE,INDIA.FROM OCT 2016 to April-2018.**

**BRIEF NATURE OF JOB RESPONSIBILTIES**

* Audit of accounts of clients dealing with different Kinds of business.
* Verification of all business transaction .
* Preparation of Profit & Loss account and balance sheet.
* Verification Purchase transactions/LPO/Invoices and payables.
* Verification of Payroll, Leave and Final settlements of employees preceding either Leave or on exit.
* Checking of all Vouchers and other financial Documents.
* Verification of Journal Vouchers for Adjustment Entries.
* Verification of Debit and Credit Notes.
* Proper and updated file Maintenance of contract and all company agreements.
* Reconciliation of credit card /debit card collection against sales.
* Verification of Computerized Sales and Purchase Register.
* Periodical Physical Verification and cross checking inventory records .
* Preparation of financial statements and submission of daily reports to the higher level management.
* Preparation and filing of GST/TDS Returns.
* **FINANCE MANAGER**,**AL MANAMA GROUP,UAE From** May 2015 to May 2016.

**UAE based Multi National Company having chain of Hypermarkets and Department Stores all over UAE. Staff strength of the accounts department is one hundred members.**

**BRIEF NATURE OF JOB RESPONSIBILTIES**

* Processing of supplier Payments and Verification Cheque Payments.
* Verification of Petty cash payment vouchers.
* Monitoring all Banking Transactions and reconciliation of bank accounts.
* Maintain proper Accounting system.
* Verification Purchase transactions/LPO/Invoices and payables
* Verification of Payroll, Leave and Final settlements of employees preceding either Leave or on exit.
* Liaison with Purchase/Sales/Marketing / HR /Administration Department and other Branch Offices.
* Checking of all Vouchers and other financial Documents.
* Verification of Journal Vouchers for Adjustment Entries.
* Verification of Debit and Credit Notes.
* Letter Correspondence with Customer /Banks/Auditors/ Suppliers in connection with Accounts/Finance
* Proper and updated file Maintenance of contract and all company agreements.
* Reconciliation of credit card /debit card collection against sales.
* Verification of Computerized Sales and Purchase Register.
* Periodical Physical Verification and cross checking inventory records .
* Preparation of financial statements and submission of daily reports to the higher level management.
* Preparation of monthly and annual budgets.
* Conducting weekly staff meeting and providing guidance for improving their work performance.
* **FINANCEMANAGER**,**WHITEINTERNATIONALTRADING L.L.C,Barka,Sultanate Of Oman** from JULY 2014to Dec-2014

**Dubai Based Company dealing with whole sales of Food Stuffs and Frozen Foods**

**BRIEF NATURE OF JOB RESPONSIBILTIES**

* Preparation and finalization of Balance Sheet/P&L and monthly budgets.
* Monitoring all Banking Transactions.
* Maintain proper Accounting system.
* Verification Purchase transactions/LPO/Invoices and payables
* Verification of Bank Reconciliation statements.
* Verification of Payroll, Leave and Final settlements of employees preceding either Leave or on exit.
* Liaison with Purchase/Sales/Marketing / HR /Administration Department and other Branch Offices.
* Arranging yearly audit works and co-coordinating with auditors
* Checking of all Vouchers and other financial Documents.
* Verification of Petty cash Vouchers and payments.
* Verification of Journal Vouchers for Adjustment Entries.
* Verification of Debit and Credit Notes.
* Letter Correspondence with Customer /Banks/Auditors/ Suppliers in connection with Accounts/Finance.
* Verification of all Computerized financial records of the company on daily basis.
* Co-coordinating with auditors and submission of IT Returns.
* Random checking related to stocks.
* Evaluating the financial position of the company through correct analysis.
* Preparation of financial reports for management meetings.
* ACCOUNTSMANAGER,**KM TRADING CO&PARTNERS L.L.C,RUWI,Sultanate Of Oman** from October 2006 to June 2014.

**Abudabi based Multi National Company having chain of Hypermarkets and Department Stores all over GCC Countries**

**BRIEF NATURE OF JOB RESPONSIBILTIES**

* Processing of supplier Payments and preparation of cheques.
* Verification of Petty cash payment vouchers.
* Monitoring all Banking Transactions.
* Maintain proper Accounting system.
* Verification Purchase transactions/LPO/Invoices and payables
* Preparation of Bank Reconciliation statements.
* Verification of Payroll, Leave and Final settlements of employees preceding either

Leave or on exit.

* Liaison with Purchase/Sales/Marketing / HR /Administration Department and other Branch Offices.
* Arranging yearly audit works and co-coordinating with auditors
* Checking of all Vouchers and other financial Documents.
* Verification of Journal Vouchers for Adjustment Entries.
* Verification of Debit and Credit Notes.
* Letter Correspondence with Customer /Banks/Auditors/ Suppliers in connection with Accounts/Finance
* Proper and updated file Maintenance of contract and all company agreements.
* Reconciliation of credit card /debit card collection against sales.
* Verification of Computerized Sales and Purchase Register.
* Co-coordinating with auditors and submission of IT Returns
* Periodical Physical Verification and cross checking inventory records .
* Preparation of financial statements and submission of daily reports to the higher level management.
* AUDIT MANAGER**.IN CHARGE OF AUDIT PROGRAMMES**

**M/S.MOHAN & MOHAN ASSOCIATES, CHARTERED ACCOUNTANTS**

**KOWDIAR,TRIVANDRUM,KERALA**

**FROM 1999-2006**

**BRIEF NATURE OF JOB RESPONSIBILTIES**

* Sales Audit in charge of Travancore Titanium Company,Trivandrum,Kerala.
* Audit in charge /accounting assistance to GramaPanchyath Projects.
* Audit of Utilization of funds under world bank aided projects of GramaPanchyath(Jalanidihi Projects).
* Audit and accounting support to Govt/Non Govt NGO’S.
* Project Preparation works for Voluntary organizations.
* Audit in charges of small and medium scale industries.
* Bank Audit/concurrent Audit Works.
* ACCOUNTANT,**THENMALA ECO TOURSIM PROMOTION SOCIETY,GOVT OF KERALA UNDERATKING.From 1996 to 1998.**

**BRIEF NATURE OF JOB RESPONSIBILTIES**

* Processing of Contractor Payments and preparation of cheques.
* Preparation of Petty cash payment vouchers.
* Monitoring all Banking Transactions.
* Maintain proper Accounting system.
* Verification Purchase transactions/LPO/Invoices and payables
* Preparation of Bank Reconciliation statements.
* Arranging yearly audit works and co-coordinating with auditors
* Checking of all Vouchers and other financial Documents.
* Verification of Journal Vouchers for Adjustment Entries.
* Verification of Debit and Credit Notes.
* Proper and updated file Maintenance of contract and all company agreements
* Preparation of financial statements for statutory and internal audits.

**EDUCATIONAL BACKGROUND**

* **PASS IN CA INTERMEDIATE ,INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA**
* **PG DIPLOMA IN TAXATION STUDIES.(Centre for Taxation Studies, Trivandrum, Kerala State)**
* **BACHELOR OF SCIENCE.**

**TECHNICAL SKILLS**

* MS-Excel, and other MS-Office software packages
* Solver Accounting System - E.R.P VER 6.3.8.7
* Tally ERP 9 & 7.5
* Desk top publishing (D T P)
* FACTOR-Enterprise Management Solution. EMS - VER 1.0
* Navision

**PERSONAL PROFILE**

* Age**,** Date of Birth : 49, 28th May 1971
* Languages Known : English, Malayalam, Hindi & Tamil
* Nationality : Indian
* Religion : Hindu
* Marital Status : Married
* Passport Number : J6494679
* Address : Vaishakam

TC6/12147/F2

MaruthamKuzhy,Trivandrum.

Kerala state, India.

**sTRENGTHS**

Determined, Hardworking, Optimistic, Sharp & friendly, Excellent interpersonal and team work skills, Ability to deal and interact with people, Willingness to learn and develop, Extremely dependable and trustworthy

**REFERENCES**

Mr .R.SureshMohan.B.Sc,FCA

Mohan&Mohan Associates

Chartered Accountants

Kowdiar,

Trivandrum

smohan1948@gmail.com

Mr.Tom.C.Mathew FCA

Partner Audit & Assurance

Crowe Horwath

Muscat,Oman

[www.crowehorwath.om](http://www.crowehorwath.om/)