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| **Ranganathan. P**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  | | | |  |  |  |  |  |  | |  | **10**+ years experienced **FINANCE PROFESSIONAL** well versed in **VAT, Tally ERP and Excel** with proven expertise in **Month end closing procedures, Financial process improvement, Cash flow enhancement** resulting in improved operational efficiency and bottom line profitability for the organisations worked with. Adept in Stakeholders communication, **Financial planning, Tax returns filing** adherent to legal procedures thereby enhancing corporate brand image of the employer. | | | |  | |  |  |  |  |  |  |   **Experience**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | |  | **M/s. SAIRAM EXPORTS**  **GM - Finance (Jan 2012 – Jan 2019)** | | | |  |  |  |  | | | |  |  |  |  |  |  | |  | **ACHIEVEMENTS**   * Effectively communicated with external stake holders and **improved cash flow** thereby enabling organisation in achieving **sustained organisational objectives.** * Proactive **financial planning and implementation** during organisational expansion resulting in stream lined cash flow and improved **operational efficiency**. * **Analysing business process and timely filling of tax returns** saving governmental penalties thereby **protecting corporate brand image** and winning new clients, and enhanced cash flow.   **DUTIES AND RESPONSIBILITIES**   * Day to day financial operations with regard to financial accounting, **general ledger and revenue accounting.** * Prepared, examined, analyzed records, **financial statements and other reports**. * **Debtor and creditor reconciliations**, limit controlling and **following up for payments**. * Preparation of various **reports for managers**. * Inputting, matching, batching and coding of Invoices. * Responsible for financial accounts including **budgets and cash -flow.** * Review all **petty cash** reimbursements for proper documentation. * Responsible for **sales analysis and evaluation of costs** **and margins.** * Review and confirm **payroll related calculations** including deduction, staff benefits etc. * Prepare **aging report** and analyses the **credit limit**. * Maintaining contact with clients to ensure **invoices is clear for payment.** * Checking and approval of **receipts and payments.** * Resolving queries both internally and externally. * **Bad debt** follow up and **recovering**. * Providing **accounts information** to internal departments. * Avoids **legal challenges** by complying with legal requirements. * Preparing **Bank reconciliations** for bank accounts and cash position report on monthly basis. * Completes external audit and **providing information for auditors.** * Intercompany & subsidiary company reconciliations. |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | |  | **M/s. Kovai Medical Center and Hospital Ltd.**  **Deputy Manager - Finance (Oct 2008 – Dec 2011)**  **M/s. Ashwin Industries Private Ltd.**  **Accounts Manager (Jan 2003 – Oct 2008)** | | | |  |  |  |  | | | |  |  |  |  |  |  | |  | **ACHIEVEMENTS, DUTIES AND RESPONSIBILITIES**   * **Saved penalty cost** approximately 2 million rupees using effective **negotiation strategies with legal departments** adherent to legal standards and procedures. * **Restructured ERP and MIS procedures** and implemented new ERP system resulting in improved responsiveness to customers resulting in **enhanced customer satisfaction and retention.** * **Implemented effective cost cutting procedures** based on industry oriented **variance analysis** resulting in improved operational efficiency. |  |   **previous experience**   |  |  |  | | --- | --- | --- | |  |  | **Sasi Advertising Pvt Ltd.**  **System Manager(Feb 2001 – Jan 2003)**  **Revathi Engineering Company**  **Executive Accounts and Admin. (Jul 1996 – Feb 2001)**  **CA Vankatesan and Company**  **Audit Assistant (May 1992 – Jul 1996)** | |  | **Get In Touch**  Dubai, UAE  +971524898145    [saleemranganath@gmail.com](mailto:saleemranganath@gmail.com)  **Nationality**: Indian  **Visa Status**: Visit Visa  **Professional skills**  **ACCOUNTS FINALISATION**  **CASH FLOW STATEMENT**  **PAYABLES AND RECEIVABLES**  **VAT AND TAXATION**  **BANK RECONCILIATION / LC**  **PAYROLL AND INVENTORY**  **CASH AND PETTY CASH**  **MONTH END CLOSING**  **PREPARING REPORTS / MIS**  **PRODUCT COSTING**  **FINANCIAL DOCUMENTS**  **FINANCIAL PLANNING/AUDITING**  **Personal info**  **Gender** : Male  **Marital Status**: Married  **Languages**: English and Tamil.  **DOB** : 07th May 1970  **EDUCATION**   |  |  |  | | --- | --- | --- | |  |  | **MBA ( Course Completed)**  Bharathiar University Coimbatore  **Post Graduate Diploma In Personnel Management IR & LW.**  Coimbatore Productivity Council |   **Computer Skills**  Tally ERP9, ERP applications, Internet & Ms-Office |