

# SUBRAMANIAM SIVACHANTHURAN

## FINANCE

### STRENGTHS & PROFESSIONAL

- PROACTIVE, GOAL ORIENTED AND WELL ORGANIZED PERSON WHO IS NOT EASILY DISCOURAGED.
- COOPERATIVE IN A GROUP ACTIVITY, OPTIMISTIC, ASSERTIVE AND CONFIDENT.
- EXCELLENT TEAM PLAYER WITH GREAT INTERPERSONAL AND PRESENTATION SKILLS.
- EASILY ADAPTABLE TO CHANGING WORK ENVIRONMENTS

## EMPLOYMENT EXPERIENCE

### PROFESSIONAL QUALIFICATIONS

- HAVE FULLY COMPLETED THE EXAMINATION OF CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS (CIMA)-UK IN MARCH 2010
- FACED INTERVIEW FOR MEMBERSHIP

**BACHELOR OF BUSINESS ADMINISTRATION (SPECIAL IN FINANCE)**

**2005 – 2009: UNIVERSITY OF COLOMBO – FACULTY OF MANAGEMENT & FINANCE**

**FINANCE MANAGER-DECEMBER 2013 – PRESENT**  
**KLEENPARK PVT LTD**

#### COMPANIES HANDLED

- KLEEN PARK PVT LTD
- GLASSGARD PVT LTD

**ACCOUNTING SYSTEM :- ACCSOFT /MICROSOFT NAVISION**

#### DUTIES & RESPONSIBILITIES

- PRODUCTION & OPERATIONAL EFFICIENCY CONTROL THROUGH COSTING AND POST COSTING
- PRODUCT FORECAST WITH MARKETING TEAM FOR FUTURES PURCHASES AND PLANNING
- PREPARATION OF DRAFT AUDIT ACCOUNTS FOR INTERCOMPANY
- RESPONSIBLE FOR EXPORTS
- BEING RESPONSIBLE FOR FINANCIAL PROCESS & UPDATING TECHNICAL AREAS FOR IMPROVEMENT
- MONITORING PAYMENTS, DEBTORS, BANK RECONCILIATIONS,& PETTY CASH TO ENSURE HIGH SERVICE STANDARDS.
- PREPARATION OF ANNUALLY, MONTHLY ACCOUNTS & MANAGEMENT REPORTS
- DEAL WITH EXTERNAL AUDITOR, INTERNAL AUDITORS, TAX AUTHORITIES, AND CUSTOMS
- CASH FLOW MANAGEMENT, TAX PLANNING &IMPLEMENTATION OF INTERNAL CONTROL
- IDENTIFYING IMPROVEMENTS TO EXISTING PROCESSES RELATED TO FINANCE FUNCTIONS AND OPERATIONAL AND BRING ABOUT CHANGE WHERE NECESSARY.

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### EMPLOYMENT EXPERIENCE

**ACCOUNTANT-MARCH 2011 – DECEMBER 2013**  
**EXPO INDUSTRIAL GROUP**

#### COMPANIES HANDLED

- EXPO PRINTERS PVT LTD
- EXPO INDUSTRIAL PRODUCTS PVT LTD
- EXPO PROPERTY DEVELOPERS PVT LTD
- EXPO BRAND PACKS PVT LTD –INCORPORATED IN MAY 2012  
UNDER BOARD OF INVESTMENT OF SRILANKA

#### ACCOUNTING SYSTEM :- TALLY

- MONTHLY PREPARATION OF FINANCIAL AND MANAGEMENT ACCOUNTS
- PREPARATION OF MONTHLY VARIANCE ANALYSIS
- PREPARATION ANNUAL SALES & LATEST ESTIMATE BUDGET
- PREPARATION OF BUDGET WITH THE MARKETING DEPARTMENT
- PREPARATION OF CASH BUDGETS
- CASH MANAGEMENT
- CASH FORECAST
- SUBMITTING VAT/NBT/INCOME TAX/ESC
- PRACTICAL KNOWLEDGE IN IMPORTS AND EXPORTS
- KNOWLEDGE IN BOI REGULATIONS
- MANAGEMENT ACCOUNTING
  - COSTING /POST COSTING/IMPORT COSTING
  - PRODUCT/CUSTOMER PROFITABILITY ANALYSIS
  - STOCK CONTROL
  - PURCHASING –(LOCAL/IMPORT)

**NETASSISTINTERNATIONAL-COLOMBO-03**  
**ASSISTANT ACCOUNTANT /ACCOUNTANT**  
**JULY2008 TO MAR 2011**

- WORKING CAPITAL MANAGEMENT.
- ANALYZING AND SUBMITTING MONTHLY AND WEEKLY MANAGEMENT REPORTS.
- PRODUCT COSTING AND PRODUCT PROFITABLE ANALYSIS
- FINANCIAL ACCOUNTING
- IT SYSTEM MANAGEMENT.

### AWARDS

AWARDED AS RUNNER-UP IN THE QUIZ COMPETITION, ORGANIZED BY ST.JOHN AMBULANCE BRIGADE IN 2001.

PASSED THE PROFICIENCY EXAM IN FIRST AID, CONDUCTED BY ST.JOHN AMBULANCEBRIGADEIN2001

### PERSONNEL

- EXCELLENT POLICY FORMULATION SKILLS
- STRONG MANAGEMENT & ANALYTICAL SKILLS
- A GOOD TEAM PLAYER & ALWAYS WILLING TO LEARN.
- **EXCELLENT PRESENTATION SKILLS**
- **EXCELLENT COMMUNICATION SKILLS IN ALL THREE LANGUAGES**
- GOOD NEGOTIATION SKILLS
- FAST LEARNER
- HIGH ABILITY TO UNDERSTAND THE JOB REQUIREMENT OF THE CLIENT
- CREATIVE THINKING.
- EXCELLENT ORGANIZING AND PLANNING SKILLS
- TEAM BUILDING SKILLS
- OUTGOING, FRIENDLY PERSONALITY
- QUICK TO RESPOND
- LEADERSHIP QUALITIES
- ABILITY & WILLINGNESS TO TAKE ON RISK
- TEAM PLAYER
- ACHIEVEMENT ORIENTED

# SUBRAMANIAM SIVACHANTHURAN

## FINANCE

### PERSONAL INFORMATION

#### ST.JOSEPH'S COLLEGE.COLOMBO-10

- MEMBER OF TAMIL LITERARY UNION 2002-2003
- MEMBER OF COLLEGE DEBATE TEAM 2002-2004
- MEMBER OF COLLEGE HOCKEY TEAM 2002-2003

#### ASOKA VIDYALAYA, KANDY

- SCHOOL PREFECT-2001
- SECRETARY OF TAMIL LITERARY UNION 2001.
- MEMBER OF SCHOOL UNA STUDY CIRCLE 1999-2001
- MEMBER OF SOCCER TEAM 2001
- MEMBER OF THE HOCKEY TEAM

NAME (WITH INITIALS) : S.SIVACHANTHURAN

FULL NAME : SUBRAMANIAM SIVACHANTHURAN

DATE OF BIRTH : 18<sup>TH</sup> OF OCTOBER 1985.

NATIONALITY : SRI LANKAN

GENDER : MALE

MARITAL STATUS : SINGLE

SCHOOL ATTENDED : ST.JOSEPHS COLLEGE, COLOMBO 10

### NON RELATED REFEREES

**P.SARAVANAN**  
AGM FINANCE/CFO  
AMERICAN EDUCATION CENTRE LTD  
308-310, R.A DE MEL MAWATHA,  
COLOMBO -13  
SRI LANKA  
TEL; +94777323591  
EMAIL: SARAVANAN@ANCEDU.COM

**MANJULA MAHADANAARACHCHI.ACA**  
FINANCE CONTROLLER  
SHORE TO SHORE (PVT) LTD  
EXPORT PROCESSING ZONE  
KATUNAYAKE  
SRILANKA  
TEL; +9477 3953483  
EMAIL : MANJULA@SHR2SHR.LK

I HEREBY CONFIRM THAT PARTICULARS GIVEN ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

*Subramaniam Sivachanthuran*

EXTRA CURRICULAR

COMPUTER SKILLS

- IMPLEMENTATION OF IMPORT EXPORT PROCEDURE TO EXPO PRINTERS PVT LTD.
- IMPLEMENTATION OF MICROSOFT NAVISION ERP SYSTEM TO KLEENPARK PVT LTD.