

# **CURRICULUM VITAE**

## **G SOORIYANARAYANAN**

CHENNAI – TAMILNADU – INDIA

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### **OBJECTIVE:**

To set myself higher standards and strive to achieve them consistently

### **Academic Qualification:**

**M.B.A. (Finance)** – Pondicherry University.

**B.Com** with First Class – 1998 - Bharathidasan University

### **Software Proficiency:**

**ELITE JAVA PROFESSIONAL** From ORCHID SOFT SYSTEMS (2000-2001), T.NAGAR

**HIGHER DIPLOMA IN SOFTWARE ENGINEERING** From APTECH COMPUTER EDUCATION (1996-1998)  
MAYILADUTHURAI

**DIPLOMA IN COMPUTER APPLICATION** From MAYURA INSTITUTE OF INFORMATIONTECHNOLOGY (1994-1995)

### **Area of Expertise:**

**15.6 Years Experience in the field of Accounts, Finance & Operations.**

- (1) General Operational Activities.**
- (2) Core Accounting & Finance.**
- (3) Banking operations.**
- (4) Receivables & Payables management.**
- (5) Fixed Assets management.**
- (6) Inventory management.**
- (7) Administration & HR Activities.**

## **TECHNICAL EXPERTISE:**

**OPERATING SYSTEMS:** Ms Dos 6.22, SCO UNIX and WIN '95, XP

**LANGUAGES:** C, BASIC

**OOPS:** C++, JAVA

**PACKAGES:** OFFICE 2000

MS-WORD, MS-EXCEL & MS-POWERPOINT

**DBMS:** FoxPro 2.5 & 2.6, DBASE III+

**RDBMS:** ORACLE 7.3

**GUI:** DEVELOPER/2000 (Form 4.5, Report Writer 2.5)

**NETWORK OPERATING SYSTEM:** LAN (NOVELL NetWare) 3.12, WINDOWS XP

## **WORK EXPERIENCE: (Local & Overseas)**

• Working with **M/s. Sri Krishna Sweets Group**, it's Registered Office at **CHENNAI – INDIA** as **Chief Finance Officer** from June 2012 till date.

The company is mainly focusing into sweets & savories, restaurant & food products manufacturer & outlets. In chennai alone having 40 branches & factory at near sriperumbadur.

• Worked with **M/s. Fomra Group**, it's Registered Office at **CHENNAI – INDIA** as a **Head (Finance & Operations)** from September 2008 to January 2012.

The company is into various activities like Electrical trading, Housing & properties developments, Educations Institutions & Information Technologies.

• Worked with **M/s.Saleh Al Hamad Al Mana Co., DOHA-QATAR** as **Manager (Operation & Finance)** From February 2007 to 1st May 2008.

The company is into various business venture naming for few viz:- Exclusive distributorship for **NISSAN & RENAULT cars**, Mc'Donald franchisee, Fashion boutiques, Damas Jewellery, Bakery & Restaurant business etc.

• Worked with **M/s. Integrated Enterprises (India) Limited**, its Registered Office at **CHENNAI-INDIA** in various positions From October 1998 to January 2007 & grew up-to the level of **Manager (Operations)**.

The Company is specializing in the Retailing of Financial Services.

1. SEBI Registered Category 1 Merchant Bankers and Registrars to the Issue
2. Securities Transfer Agent for Corporate Bodies
3. Depository Participant & Depository Registrar
4. SEBI Registered Broking Services
5. SEBI Registered Tax Related Services
6. Insurance Advisory Services

## **JOB RESPONSIBILITIES:**

### **General Operational Activities**

- Relating to Food industry, like co-ordination with mainly Production, Logistics, Sales, Operations, H.R., P.R., and Marketing.
- Related to Electrical trading industry, like co-ordination with the management & employees – recruitment, people management, payables, and receivables & arranging finance with the bankers.
- Related to Automobile industry, like co-ordination with Vehicle sales, Parts sales, Service & IT, target fixation & commission distributions.
- Related to Financial Services industry, like co-ordination with midlevel staff, lower level staff for achieving the targets & distribution of incentives and activities regarding profit making for the company, people's management.
- Successfully implemented ERP's [.Net, Oracle, Microsoft Navision, Tally, Wings]

### **Core Accounting & Finance**

- Day to day accounting transactions, Branch accounts reconciliation.
- Excise, Vat, CST, Service Tax, TDS, PF, ESI filing.
- Scrutiny of Trial balance, finalisation of P&L and Balance Sheet.
- Review of Cash Flow & Funds Flow, Costing, and Budgeting on a regular intervals
- Coordinating with Internal and external auditors
- Supervising cashier, clerks, accountants, senior accountants and assistant manager, Managers, Senior Managers, and General Manager.
- Was actively involved in co-coordinating with Operations, Sales and IT department for Systems development & Optimization.

### **Banking Operations**

- Daily report of bank balances
- Managing funds by arranging interbank funds transfer.
- Maintenance of the Interest Master, Payment Mode.
- Maintaining of Short Term/Long Term Loan Schedule for settlements.
- Authorization of Bank transactions.
- Arranging term loan / working capital loans / lad's
- Arranging project funding for long term basis for our existing & new business
- Arranging /accepting LC's & Bank guarantees

### **Receivable & Payable Management**

- Brokerage from AMC's reconciliation.

- Coordinating with Brokerage & Bill collection department for follow up of collection.
- Reconciliation of Main and branch accounting systems through .net operations
- Reconciliation of local as well as foreign supplier's accounts and settlement their payments (Cars & Spare Parts)
- Coordinating with Credit control department for follow up for collection.
- Insurance Company reconciliation.
- Fund Management, allocation of funds to the respective vendor's even critical financial crunch

#### **Fixed Assets management**

- Maintaining fixed assets register in computer
- Creation of Asset Master, Asset Item Master & Asset type.
- Maintaining Depreciation schedules and passing relevant entries periodically.
- Handling CWIP-Projects Accounts and allocating and transferring to Fixed Assets.

#### **Inventory management**

- Authorization of cost sheet.
- Scrutiny of ordering system.
- Scrutiny of binning of imported stock.
- Quarterly stock take
- Perpetual stock take & analysis of shortage & excess discrepancies.

#### **Administration & H.R. Activities**

- Supervise and manage all day-to-day office administrative activities.
- Record attendance and checking attendance register.
- Recruitment process, training & development, counseling employees, employee retention
- Studying performance of the employees and motivate them
- Taking in-house training sessions.
- Preparing various MIS.
- Vendor management & Office administration.

#### **Personal Information:**

Father's Name	: Gangadaran C
Nationality	: Indian
Age & Date of Birth	: 36 Years & 20- 06- 1977
Marital Status	: Married
Driving license	: No.F/TN/009/001665/2004 Valid up to 22 /01 /2024
Passport Details	: G0832391 & Valid up to 13/11/2016