

P.M. SIVA SURIYA



ADDRESS:

No 2/1 SivaPrakasam nagar South, shanmugapuram,

Chennai – 600 066.

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OBJECTIVE:

I seek challenging opportunities where I can fully use my skills for the success of the organization and also I want to succeed in a stimulating and challenging environment that will provide me with advancement opportunities

PROFILE & SKILLS:

I am a dynamic, highly motivated professional with good communication skill. I strongly believe in accuracy and precision in everything I do. Through my proficiency in my communication skill and knowledge I would provide transparency and productivity in the organization.

STRENGTHS:

- Quick learner
- Hard working and Truthful.
- Dedicated and Passionate.
- Self-confident.

AREAS OF EXPERTISE:

- ADMINISTRATION

- ACCOUNTING
- AUDITING

ACADEMIC PERFORMANCE

1. P.G: MBA(2012-2014) – 65%

INSTITUTION NAME:Loyola PULC twinning program, TamilNadu.Pursued professional course ACS COMPANY SECRETARYSHIP 2010 – 12

2. U.G: B com CS (2007-2010) – 61.5%

INSTITUTION NAME:D R B C C Hindu College,Madras University,

3. H.S.C(2005-2007) -62%

INSTITUTION NAME:St Joseph Matriculation Higher Secondary School, Ambattur, Chennai-53.

4. S.S.L.C (2004- 2005)– 55%

INSTITUTION NAME:Sir Ramasamy Mudaliyar Higher Secondary School, Ambattur, Chennai-53.

WORK EXPERIENCE:

ORGANIZATION NAME: INDIAMONEY FINANCIAL SERVICES

(TECHLIFE GLOBAL groups of company)

Designation : Grade 3 - Custodian Management / Trade operations , A/R.

Period : From 10th August 2010 to 7th July 2018

JOB PROFILE:

- Coordinating activities with the local and international Customer Service division and interaction with external departments such as Programming, Clearing, Cash flow and

Compliance on common issues.

- Contributing to the development of client service systems, policies and procedures.
- Resolving routine and complex client service issues in a through and expeditious manner, utilizing sound judgment with an emphasis on courtesy. Encompassing a broad array of themes Including:
 - Cash deposit and withdrawal activity, position transfers, and account administrative functions.
 - Product availability and attributes.
 - Exchange, clearing and depository functions.
 - Order types and routing logistics, Order status, trade and delivery settlement, exercise & assignment, expiration processing, and corporate actions.
 - Margin calculations, Commission structure, interest rate and fees.
 - Statistical Analysis.
 - Database Collection.
 - Marketing Business Development Analysis.
 - Client Management Analysis, Competitor's Management Activities.
 - Conducting the Stress Management Program.
 - Communicating accounting impacts, issues, and strategic directions.
 - Driving the execution of multiple business plans and projects.
 - Ensuring appropriate accounting data is processed to the general ledger and reported.
 - Ensuring business needs are being met.
 - Interpreting US GAAP (generally accepted accounting principles) and provides guidance on complex accounting matters including educating the various corporate functions on proposed or new accounting standards.
 - Managing accounting processes.
 - Supporting the Corporate and Support close and consolidation process by leading close activities for certain Corporate functions
 - Overseeing financial reports, balance sheet accounts, and works directly with internal and external auditors on audit requests related to areas of responsibility
- Supporting the 10K and 10Q reporting processes
- Promoting and supporting company policies, procedures, mission, values, and standards of ethics and integrity; Providing supervision and development opportunities for associates Creation and updating of PPS, SOP& KRI for production and day to day activities.
- Monitoring the Execution plan on daily basis and reporting the daily, monthly

work report of employees to management. Allocation of Shift to employees and monitoring of attendance.

- Preparing monthly reconciliation of attendance report for payroll. Conducting internal Audit on half yearly basis. Conducted professional and personal training to employees.
- Conducting daily team meeting and reconciling dash board on daily basis. Monitoring the Finance of the organisation.
- Keeping a check hold for the Purchase, Production and Sale Department. Controlling and monitoring the inward and outward cash flow of the organisation. Reconciling the AP / AR on fortnight basis.

ACHIVEMENTS:

- Keep financial record accurately.
- Prepared correct and essential financial reports for auditing and other use.
- Innovative and Practical view.
- Capable of working under preceding time line and making quick decisions.
- Capable of setting priorities, managing multiple tasks and meeting up deadlines.
- Detail-oriented with excellent organizational skills.
- With more of hard work and smart work in confidently achieving my goal.
- Recruiting and scrutinizing the eligible candidates.
- Have given Proper Training and Development to employee.
- Controlling the whole organization, Motivating the employees, in good conduct with employers and employees.
- Reconciliation for cash transaction on Daily basis.
- Financial reconciliation on Monthly basis.

Skills:

- Accounts Receivable

- Financial Records & Reporting
- Billing & Collections
- Transaction Processing
- GL Reconciliation
- Client Communications
- Customer Query rectification

Academic Projects

MBA International Business

Project 1:

Company	:	Best and Crompton Pvt Ltd
Title	:	QUALITY WORK LIFE OF THE EMPLOYEES
Team Size	:	1 (7 – 8 members)
Period	:	5 Months

Project 2:

Company	:	Fifth Zone
Title	:	ORGANIZATIONAL STRUCTURE
Team Size	:	1 (7 – 8 members)
Period	:	1 Month

COMPUTER PROFICIENCY:

Operating System : Windows XP, Vista, Window

Course : Ms Office (Ms Word, Ms excel, Ms PowerPoint.)

TALLY A+ in AISCET.

Completed 100hrs of computer training under ICAI ITT TRAINING CENTRE.

PERSONAL DETAILS:

NAME : P.M.SIVA SURIYA

DATE OF BIRTH : 15.04.1990

SEX : Male

MARITAL STATUS : Unmarried

NATIONALITY : Indian

RELIGION : Hindu

LANGUAGES KNOWN : Tamil, English, Spanish Basic.

FATHER'S NAME : P. MUNIASAMY

MOTHER'S NAME : M.SUDALAI VADIVU

ADDRESS : No 2/1 SivaPrakasam nagar South, shanmugapuram,
Chennai – 600 066.

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

PLACE: Chennai

DATE:

(SIVA SURIYA.P.M)