



J. Abdul Rahim

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Objective: Seeking middle managerial assignments in Accounts & Finance with a high growth-oriented organisation.

Professional Profile

- ♦ An astute professional with over 5 years' plus experience in Finance & Accounting with organisations across industry verticals.
- ♦ Currently working with **IDPRO Interior Solutions Pvt Ltd.**, as Accounts Executive & Finance, with the key responsibilities Accounts Payables, Accounts Receivable, Reconciliations, Internal and External Audit implementation of Citi Direct, Key Account Reconciliations and Process Improvements.
- ♦ Qualitative experience in entire gamut of Accounting & Finance operations inclusive of financial planning, co-ordination with banks, budgeting, accounting systems, audit, taxation, and costing.
- ♦ Proficient in developing internal control systems for improved organisational functioning.
- ♦ Possess strong man management, analytical and co-ordination skills.

Areas of Expertise & Exposure

Strategic Planning

- Devising accounting policies/procedures & internal control systems for monitoring financial performance.
- Formulate budgets in tune with organisational objectives and profitability norms.

Accounts/ Auditing/ Taxation

- Administer the finalization of year-end financial statements as per Indian.
- Track timely receipt of money from debtors through improved credit collections.
- Examine & evaluate financial systems, management procedures, and internal controls to ensure that records are accurate and controls are adequate to safeguard against fraud / misrepresentations.
- Oversee internal audit to validate the accuracy of organization's records and check for mismanagement, waste, errors or fraud.
- Aid the statutory auditors by providing all relevant financial documents.

Financial/ Fund Management

- Develop fund-raising strategies for obtaining funds from banks/ financial institutions for organisational functioning & project requirements.
- Direct preparation of financial reports that showcases & anticipate the organization's financial position.
- Review the actual figures, alleviate variances and amend budgets if necessary.
- Sustaining stringent control over outlay & periodic reconciliation to ensure proper employment of funds.

Liaison/ Co-ordination

- Interfacing with taxation authorities for timely filing of TDS, Service Tax and Sales tax returns, tax assessments, exemption related benefits, registrations.
- Liaise with statutory authorities for securing compulsory approvals.
- Maintain constant interaction with internal officials across branches for ensuring smooth functioning.

Statutory Compliances

- Maintain compliance with the governance of Accounting matters.
- Furnish statutory documents/forms in relation to taxes as per mandatory enactments.

Exposure to Computer

- Advanced MS Office (Excel & Word), Exposure to ERP Packages Quick Books & TALLY ERP.

Professional Work Experience

- **IDPRO Interior Solutions Pvt Ltd(June2012-To Present) – Accountant Executive**
- **.Company Profile:-**
A leading ISO 9001:2008 certified facilities management & MEP Installation company in india.
The company was established in the year 2011 and has achieved tremendous growth through its performance and have achieved.

➤ **Major projects in Facilities Management :**

- ◆ **Prestige Group**
- ◆ **BS Abdul Rahman University**
- ◆ **Arun Excello Constructions LLP**
- ◆ **Depa India Pvt Ltd (ITC furnitiure)**
- ◆ **Depa India Pvt Ltd (German Consulate Mumbai)**
- ◆ **DLF LTD**
- ◆ **Sterling Holiday Resort India Ltd**
- ◆ **Depa Interiors(Dubai)**
- ◆ **Phoenix Touch Furniture(Dubai)**
- ◆ **Stargate Realty pvt Ltd**
- ◆ **Photon Interactive Pvt Ltd**
- ◆ **Buhari Facility Management pvt Ltd**

➤ **Major projects in MEP Installation :**

- ◆ **Mr.Samiullah Residence(Poseidon shipstores (India)pvt Ltd)**
- ◆ **Mr.Abdul Qadir Residence (ETA Group)**
- ◆ **Mr.Kishore Kumar Residence (South Africa client)**
- ◆ **Arif Buhar Rahman Residence**
- ◆ **Actors Mr Surya & Mr.Karthi Residence**
- ◆ **Director Mr.A.R.Murugadoss**

➤ **Job Responsibilities**

- As a member of management team, participate and contribute in major decision makings like new project, salary hikes, incentive etc.,
- Weekly & Monthly MIS like A.P, A.R, Profit & Loss Account, Bank Position, Cash Position, Fixed Asset status and other reports as per management requirement.
- Prepare monthly financial report to the management
- Developing external relationships with appropriate contacts, e.g. auditors, solicitors, bankers and statutory organisation.
- India Sub-Contractor Agreements finalization, Salary processing & Finalization of Audit.
- Responsible for management of accounts receivable - provided services to monthly clients, completed billing invoices, ensure checks received match the record in the general ledger, responsible for monthly client billing
- Reconciliation: Bank Reconciliation, Debtors Reconciliation and Creditor Reconciliation.
- Closing the Monthly/Quarterly/Annual statutory books of accounts and preparation of draft financial statements.
- Monthly preparation sales tax and E-filing VAT returns (Form I & L,K,CST 1)annual returns Form ww.
- Monthly preparation EPFO online every month filing, statement prepare ECR.
- Half year E.filing services tax form ST-3prepaed statement
- Preparation TDS quarterly wise E.filing Online and Monthly preparation challan tax relative
- 26AS TDS refund check up and ITR filing online.
- Excelled in vendor management by enhancing vendor performance and adding new vendors to the list of existing vendors

➤ **CLASSIC Modular Decor Systems (P) LTD(March 2010- May2012)- Account Assistant**

- **Company Profile:-**

- Classic specializes in Gypsum products and civil work & false ceiling contracting works, Including partitions, ceiling plaster boards, tiles and GRS works.

➤ **Major projects in Facilities Management :**

- **TNQ Books & Journals**
- **Madras Gymkhana Club**
- **Areva BIO Energy India (P) Ltd**

➤ **Job Responsibilities**

- ✓ Handled pay-outs for daily wages and labour for technicians and other labourers
- ✓ Vendor co-ordination for payments, requirement handling etc
- ✓ Co-ordination Auditing Finalization of Accounts
- ✓ Preparation of budget & forecasting
- ✓ To process payment for services providers like TNEB,BSNL
- ✓ Preparation of customer statement of Accounts
- ✓ Hold the distinction for introducing several MIS reports (Daily/Weekly/Monthly Cash Reports, Ageing of Debtors and Creditors, Ageing of Inventory along with near expiry Stocks and non moving stocks, Sales Reports, Post Dated Cheques Position, Bounced Cheques and further collection of Demand Drafts) Specify if possible) and also created a database for better generation of MIS reports.

➤ **General Office Administration works such as,**

1. Maintain Client LPO, Contract agreement and other certificates, etc.
2. Prepare enquires, quotation, LPO, Other official confidential letters, etc.
3. Co ordinate with PRO for visit and employees visa processing.
4. Maintain visa, Labour card, P, , Trade license, other office work, etc

Academic Credentials

M.Com in Master Commerce - Second Class

(The New college University of Madras(2009)

Bachelor of Master Commerce - Second Class

(The New college University of Madras(2007)

Career Achievements

- part of the Internal/ External Audit Co-ordination
- Have been put on to the process of understanding statutory compliances for future benefits and tasks

Personal Details

Contact Details	:	88,St Xavier Street, sevenwells,Chennai.600001(India) Mobile: +91-9677297191 Res : 044 42620087
Date birth	:	29.12.1985
Languages Known	:	English, Tamil
Passport No	:	H2899801

Declaration

I hereby declare that all the statement made above are true and correct to the best of my knowledge and belief.

Date:

Place: Chennai

J.Abdul Rahim