

RESUME

R.Balaji
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Plot No: 4, Kamarajar Street,
Padmavathy Srinivasa Nagar,
Ambattur, Chennai-600 053.

CAREER ASPIRATION:

To secure a challenging position where I can effectively contribute my skill as software and professional, processing competent technical skills.

CAREER PROFILE:

- M.B.A(Finance),B.Com (CS) with more than 7 Years of experience in Accounts & Admin Dept.
- Experience in record maintenance, handling of accounting documents, management decisions and coordinate the various departments & units.

EXPERIENCED COMPANY PROFILE:

- **JENWAY GENERAL** Chennai & Pondy as General Manager (Apr 2017 to Dec 2019) and Accounts Executive (Sep 2012 to Mar 2017). Supply of Adhesive and sealant coating on metal parts especially fasteners for **Sundram Fasteners Ltd, Sundram Dynacast Pvt Ltd, Rane TRW Steering Pvt Ltd, Dana India Ltd, Accurate Products Corporation Pvt Ltd, Ramsays Corporation Pvt Ltd.**
- **VP MUKUDAN & ASSOCIATES** as Audit Assistant from Apr 2012 to Aug 2012. Internal & Statutory audit, Stock audit for **Axles India Ltd, Kothari Sugars & Chemicals Ltd, Sundram Hydraulics Ltd, Teleflex Medical Pvt Ltd(AVT Group).** Concurrent audit with Banks such as **Bank of India, Indian Overseas Bank & City Union Bank.**

KEY SKILLS:

- Good Knowledge in preparation of monthly reports
- Maintain the consistency of Fund flow & Cash flow analysis
- Good Knowledge in handling of Payroll register
- Better knowledge in Sales tax return (GST).
- Maintain Balance sheet and profit & Loss.
- Good knowledge in preparation of operating cost vs. profit statement.

ROLES & RESPONSIBILITIES:

GENERAL MANAGER

- Overseeing daily business operation and conduct the daily production meeting and periodical review meeting with all departments.
- Creating and managing the budgets and improving the revenue of the business
- Fully responsible for growth and potential performance of the plant and employees.
- Coordinate with the departmental activities of team member in both units.
- Maintaining the ISO documents, MRM and Internal Audits reports.
- Satisfy the customers for their enquire and complaints on immediate basis.
- Identifying the growth opportunities from the periodical customer visits and proceed with New product development activities
- Training to the supervisor and staffs. Evaluating and motivating them for performance and productivity.
- Verification of Physical inventory of Raw material and customer stock.
- Bank transaction of daily payments and statutory payments like GST, TDS, ESI, etc.,
- Monitoring the adequacy of 8D reports and Kaizen activities implementation.
- Analysing and approving the External Service provider and Purchase Requisition form.
- Maintain Fixed Asset register.

ACCOUNTS EXECUTIVE

- Maintain the day to day accounting operations
- Enter posting of purchase, sales, payment, receipt collection & journal voucher in Tally ERP9.
- Verification of bills & reconciliation of total turnover.
- Bank, Debtors & Creditors Reconciliation.
- Maintain cash transaction & petty cash book.
- Day to day cash & bank transactions.
- Preparing outstanding list of Debtor & making Payment follow-up.
- Preparing of Tax invoices, Vouchers & Delivery challans.
- Sales & Purchase total reconciliation of accounts calculating GST.
- Reconciliation of Bank Statement at the end of month.
- GST Return ,ESI Return Filling & other Govt. Taxes calculate
- Maintain the Inspector of factories documents and other Statutory documents
- Maintain salary register in MS-Excel.
- Preparing of Purchase Order & Quotation
- Preparation of MIS report to the management.
- Analysing the Raw material consumption register along the material produced details for consistency of usage.
- Estimate & monitoring of Supplier performance rating.

PROFESSIONAL QUALIFICATION:

- Qualified in Common Proficiency Test (CA-CPT).

ACADEMIC QUALIFICATION:

COURSE	NAME OF THE INSTITUTION	UNIVERSITY/ BOARD	YEAR OF PASSING	PERCENTAGE
M.B.A(Finance)	Institute of Distance Education	University of Madras	2015	59%
B.Com(CS)	D.R.B.C.C.C.Hindu College	University of Madras	2012	81%
HSC	S.R.M.Hr.Sec.School	State Board	2009	88%
SSLC	S.R.M.Hr.Sec.School	State Board	2007	83%

TRAINING UNDERTAKEN:

Institutional Training: -This is a team project. We had done our project in M/s.WHEELS INDIA LIMITED. In this project, we had a plenty of knowledge about the corporate setup and there documentation too.

TECHNICAL SKILLS:

- MS-Office
- Tally ERP 9

PERSONAL STRENGTH:

- Hard Working, Good communication skills
- Self-motivated and ability to work in group as well as in team

ACHIEVEMENTS:

- Successfully setup the new plant at Puducherry in Apr 2018.
- Successfully introduced and conducted the Employees Welfare Day for past 3 years to honour and rewarding the valued employees.
- Maintaining the 100% secured collection of payment from our customer in past 5 years.

EXTRA CURICULAR ACTIVITES:

- Active member in NSS and Ranked as NSS Programme Assistant in 2011-12
- Participated & Organiser of NSS Camp in Thirukkandalam Village
- Active member in Citizen Consumer Club & Committee member of the “**CONSUMER FEST-2011**”

- Participated in three days State Level Youth Carnival organised by Tamil Nadu State AIDS Control Society for Red Ribbon Club

HOBBIES:

- Listening Music
- Playing Cricket

PERSONAL INFORMATION:

Father Name : D.Ramu
Date of Birth : 21.05.1992
Age : 27
Gender : Male
Marital Status : Single
Nationality : Indian
Religion : Hindu
Community : BC
Language Known : English, Tamil.

DECLARATION:

I hereby declare that the information given above is true to the best of my knowledge and belief.

Place: Chennai
Date:

Yours Faithfully

(R. Balaji)