

# ELAIYARAJA. M

## Strategic Finance & Accounts

### PROFILE SUMMARY

- Result-oriented professional offering **nearly 18 years** of experience in **Accounts and Finance (with SAP-FICO)**
- Expertise in financial accounting such as financial reporting, revenue recognition, GST implementation, fund management, MIS reporting, audit, cash flow & reconciliations
- Knowledge in Enterprise Resource Planning (ERP), MIS Reporting (Finalizing Level) & Data Entry Level to preparation of financial statements
- Managed sales tax related works like preparation of monthly returns, filing of monthly returns, and assessment
- Experience in managing Income Tax related works like calculation of TDS, preparation of TDS forms, returns, and application of rules and principles in day-to-day accounting and Service Tax Returns & VAT Filing
- Controlled the month-end closing process and provided accurate financial reports on operating entities and capital projects
- Brought about improvements in reporting of monthly profitability statements, accounting procedures, and tax planning
- Successfully created budget & financial models to measure and evaluate the financial success of the organization
- Expert in improving internal financial control, enhancing business growth and maximizing profits through achievements in financial management & productivity improvement
- Played a pivotal role in **SAP implementation**; appreciated for the same
- Excellent relationship management, **analytical, leadership, decision-making**, problem-solving & organizational skills
- Team-based management style coupled with the **zeal to motivate members**

### EDUCATION

- 2018: M.Phil. (Commerce)**  
*Correspondence Course*  
*Alagappa University, Karaikudi*
- 2005: M.Com. (Comp. App.)**  
*Salem Sowdeswari College, Salem,*  
*Periyar University, Tamil Nadu*
- 2003: B.Com.**  
*Sacred Heart College, Tirupattur, Vellore Dist.,*  
*Madras University, Tamil Nadu*

### CORE COMPETENCIES

Strategic Financial Planning

Accounts Payable and Receivable

Bank & GL Reconciliations

Audits & Taxation

ERP Implementation

GST Returns & Assessment

VAT/Service/Excise- Assessment

Internal Control

MIS & Financial Reporting

### IT SKILLS

- Packages:**  
MS Office 2010 (Excel, Word, PowerPoint, Outlook)
- Accounting Package:**  
SAP End User, Accounts Payable/ Accounts Receivable/ GL & CO/ MM and Tally Version 9.20
- Language:** C++
- Database:** Oracle
- Front-End Tool:** Visual Basic

## WORK EXPERIENCE

**Aug'23 to Till Date : R.K.Readymix-RK Groups**

**Sr.Manager – Finance & Accounts**

**Apr'22 to Apr'23: Firstchoice RMX LLP**

**AGM Finance – Finance & Accounts**

**Jan'21 to Apr'22: SunX Concrete India Pvt. Ltd. (South)**

**Senior Manager – Finance & Accounts**

**Jun'12 to Jan'21: ACC Limited, Bangalore (Group Company of ACC Ltd., under Lafarge Holcim)**

**Deputy Manager / Accounts In-charge**

**Aug'11 to Jun'12: Usha Martin Ltd., Chennai**

**Deputy Manager**

### **Key Result Areas:**

- Managing payments to vendors/ employees according to the system, as per the approval policy by company, through bank transfer
- Administering monthly returns for statutory (TDS, GST, PT, WCT) payment & returns filing without any fail as per due date
- Issuing the form to vendors, administering statutory issues with govt. (GST, VAT, Excise, Service Tax – Assessment)
- Supervising Statutory, Tax and Management Audit works (submission of preparation of audit schedule, audit & replay for audit queries)
- Performing reconciliation of vendor/ customer/ employee accounts on a daily/ monthly basis and clearing the pending invoices & queries
- Leading LC, BG related activities of bank transaction; updating accounting transactions like bill verification & cash transaction
- Monitoring purchase & sales related work like verifying the bill as per the PO and tracking customer invoice with CDS/ Plant Team
- Making the Purchase Order (MM Module) as per the department requirement
- Undertaking the Subordinates and Cooperation with other Department Works
- Steering Month End Closing & MIS Reporting
- Submitting the MIS Reports to HO on a daily, weekly & monthly basis, as per the requirement
- Preparing monthly profitability statement, balance sheet, cash flow statement, cost report and other MIS statements
- Determining actual performance against budget and providing detailed analysis of variances (Revenue and Capital) & MIS
- Suggesting items and measures for cost control; scrutinizing GL Account & Cost Centre on a daily basis
- Tracking and managing the inventory for weekly/ monthly stock verification physically and transaction wise
- Monitoring debtor's reconciliations for accounts receivable
- Conducting ageing analysis to keep receivables under control and managing collections of payments
- Negotiating with vendors and finalizing the rates; monitoring internal control documentation and processing invoices
- Managing team with daily planning for funds and disposal payments of various capitals, revenue expenditure, bill discounting, monitoring LC opening and bank guarantees
- Spearheading procurement related activities like negotiation of raw materials and transports (Aggregate/ GGBS/ Fly/ Cement/ E-Sand)

## PREVIOUS EXPERIENCE

**Jan'08 to Aug'11: ACC Concrete Limited, Chennai (Group Company of ACC Ltd. & undertaken by HOLCIM International)**

**Asst. Manager**

**Nov'05 to Dec'07: ACC Limited, Chennai (Undertaken by HOLCIM International)**

**Accounts Officer**

**Jun'05 to Nov'05: Eastman Appareals Pvt. Ltd., Perundurai**

**Asst. Accountant**

## **PERSONAL DETAILS**

**Date of Birth:** 21<sup>st</sup> July 1982

**Languages Known:** Tamil, English, Hindi, and Kannada

**Present Address:** No.10,DVG Layout,TC Palaya,KR Puram, Bangalore – 560 036

**Permanent Address:** No. 5/30, Sri Venkateshwara Avenue, Kalikkanayakanpalayam, Sundappalayam, Coimbatore

**Passport No.:** H4789900