**RAJAN SUBRAMANIAM **

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**Job Objective**

***Seeking Senior Managerial assignments in Finance & Accounts/ Commercial Operations/ Taxation & Auditing/ MIS/ Procurement / Purchase with a growth oriented organisation of repute..***

**Professional Profile**

* *A* ***seasoned professional with over 21 years of rich and extensive experience across diverse industries****.*
* *A* ***Seasoned Professional with expertise in handling Project Related, Products Related and Service Related activities in******Finance, Commercial Operations, Accounts, Procurement, Purchase, Stores, Administration ,***
* ***HR and Audits functions****.*
* *Expertise in spearheading corporate and financial planning initiatives in Commercial Operation, Accounts & Finance, Auditing & Taxation, MIS, Exports Management / Logistic Planning & have knowledge of SIX SIGMA Project implementations.*
* *A expert in Commercial Procurement and Purchase*
* *Proficient in preparing and maintaining statutory books of accounts and financial statements; conducting internal & statutory audits.*
* *A* ***keen analyst with exceptional relationship management & negotiation skills*** *with proven leadership abilities in handling Multiple Tasks with ease and completing complex task in tough scenarios.*
* *Ability to* ***handle Cross Functional Relationship a****nd Carry a team towards Common Goals of the Company.*
* *A key Planner* ***with an eye on improving profitability of the organization*** *with key analysis of all aspects of Strategies of Business.*
* *Excellent* ***relationship building, negotiation, analytical skills*** *and abilities in liaising with banks & financial institutions; with the exposure of working in computerised environment.*
* *Have experience in setting up and running Central Back office Operations.*
* *Have handled all Administration Department covering all Admin function.*
* *Also handled HR department heading Administration and HR Department in current Organisation*

**CORE COMPETENCIES**

* **Project and Contract Accounting**
* **Procurement activities**
* **Vendor Management**
* **Financial Management and Control**
* **Financial Planning and Analysis.**
* **Commercial Management**
* **Client Management**
* **Fund Management/ Budgetary Control**
* **Service Management Business Accounting**
* **Accounting and Finance**
* **General Ledger Accounting and Management.**
* **Commercial Operations**
* **Record to Report**
* **Receivables Management**
* **Payables Management**
* **Credit Management and Control**
* **Client rating and assessment**
* **Annual Business Plan**
* **Budgeting and variance analysis**
* **Management Information System**
* **Taxations Laws**
* **Handling Internal and External Audit**
* ***System Development / MIS***
* **Training and Developing of Co Employees and Subordinates**
* **Inventory management**
* **Vendor Rating and Assessment**
* **C & F management**
* **Asset Management**
* **Central Back office Operations**
* **Team Building**
* **Performance appraisal**
* **HR functions**

***Significant Achievements;***

* ***Awarded with WES for excellence at work place by Whirlpool.***
* ***Sponsored by Whirlpool of India to attend Domotechnica fair at Germany.***
* ***Received Roll of Honour award by Goodyear India Limited for overall improvement made in South***
* ***Manager of the year award for the year 2005-06 Conferred by Blue star Limited.***

**Academic Credentials**

* **ICWA Inter from the Institute of Cost & Works Accountants of India in June,1988 ( Full Time)**
* **M.Com from the Osmania University in June,1986 ( Full Time)**
* **MBA Finance from I G N O U. in 1994 ( correspondence)**
* **B. Com from Osmania University in June,1984 ( Full Time)**
* **General Management Programme from IIM Ahmedabad as a part of Corporate Training Programme by** Blue star.

**Organisational Experience**

**Feb,2015 -7TH May,2019 Senior Manager – Finance , Commercial, Procurement, HR and Administration at GGS INFORMATION SERVICES India Pvt Ltd ( A 100% Subsidiary of GGS INC US involved in Technical Publication and Engineering Services to Automobiles Companies) Heading the Finance and Administration for Indian Operations.**

**Reporting to Global Vice President and Director based in US**

**Roles and Responsibilities.**

**Responsible for end to end Accounting Function for Indian Operation**

**Responsible for end to end Administration function for Company.**

**Attending to Internal and External Audit for Indian Operation and ensure that audit is completed in time**

**Service Bussiness Accounting.**

**Commercial Management**

**Financial Management and Control**

**Financial Planning and Analysis**

**Vendor Rating and assessment**

**Working Capital Management**

**Tax Compliance under various heads are done as per requirement.**

**Processing of Accounts Payables end to end.**

**End to end Accounts Receivables Management**

**End to end General Ledger Accounting and Management**

**To ensure that Procurement is done cost efficiently and at best price.**

**Attend to ISO Audit and ensure that there is no adverse remark.**

**Credit Management and Credit Control.**

**Setting up Bussiness Plan for the Company, Compare it with Actual Performance and Analysis of Variance.**

**To Prepare various MIS Reports as requested by TOP Management from time to time.**

**Interact with banks for any requirement from time to time to get better rates.**

**Responsible for entire Commercial Operations of Indian Operation.**

**Fixed Asset Control and Accounting.**

**Financial Planning and Control.**

**Financial Management.**

**Develop new MIS Report which will be helpful for Top Management for review.**

**Training and Development of subordinates and New Employee.**

**Contract Management with customer and vendors.**

**Fixed Asset Management and Control**

**Handling Administration Function like Housekeeping, Security, front office and travel etc.**

**Handling HR Function Like Recruitment, Induction, Employee Engagement, Appraisal, and background verification.**

**Bank Reconciliation**

**Team Building**

**Performance Appraisal**

**Handle Japan Operations of the Company**

**Number of Reportees : 7 persons ( Finance Executives, HR Executives/ Manager, Admin Manager/ Executive)**

**Achievement :**

**Converted a USD 2 million negative cash flow Company to 2 Million positive cash flow company by following up on collection.**

**Introduced new MIS Report to Top Management like Customer Wise Profitability and Monthly MIS Report which was highly appreciated by TOP Management.**

**Set up Office in Japan subsidiary of Indian Company and process and procedures to be followed**

**May,2011 – Nov,2014 M+W High Tech Projects India Pvt Ltd General Manager – Finance, Commercial & Procurement**

**( A 100% Subsidiary of MW Group Germany involved in Engineering , Procurement and Construction (EPC) Heading Commercial and Procurement function for Indian Operations)**

**Reporting to Managing Director and Financial Controller based in Singapore.**

**Roles and Responsibilities.**

**Responsible for end to end Accounting Function for Indian Operation**

**Responsible for end to end Procurement function for Company.**

**Ensuring that material is procured within budget and project are profitable.**

**To create a Vendor base and maintain strong relationship**

**Attending to Internal and External Audit for Indian Operation and ensure that audit is completed in time**

**Project Business Accounting.**

**Commercial Management and Control**

**Vendor Rating and Assessment**

**Client rating and assessment**

**Working Capital Management**

**Tax Compliance under various heads are done as per requirement.**

**Processing of Accounts Payables end to end.**

**End to end Accounts Receivables Management**

**To ensure that Procurement is done cost efficiently and at best price.**

**Attend to ISO Audit and ensure that there is no adverse remark.**

**Credit Management and Credit Control.**

**Setting up Business Plan for the Company, Compare it with Actual Performance and Analysis of Variance.**

**To Prepare various MIS Reports as requested by TOP Management from time to time.**

**Interact with banks for any requirement from time to time to get better rates, Bank guarantees**

**Responsible for entire Commercial Operations of Indian Operation.**

**Fixed Asset Control and Accounting.**

**Financial Planning and Control.**

**Financial Management.**

**Develop new MIS Report which will be helpful for Top Management for review.**

**Training and Development of subordinates and New Employee.**

**Contract Management with customer and vendors.**

**Fixed Asset Management and Control**

**To maintain good Cross Functional Relationship with team members.**

**To present Financials to Management idenfying areas of improvement.**

**Risk Analysis of Projects from time to time.**

**To coordinate for submitting tender to client with operation team and quantity surveyors**

**Work with Marketing Team of new Business Opportunity.**

**Work with Project Director on Project Requirement and Progress and risk associated.**

**Bank Reconciliation**

**Claims Management - To interact with client on variations and bring it to their notice and attend review meeting and lodge claims and get this approved from client**

**Number of Reportees : 10 persons ( Finance Executives, Commercial executives, Procurement Executive)**

**Achievement :**

**Was responsible for ensuring that Procurement was done efficiently and cost effective helping Company save money and improve bottom line of projects by 2%.**

**Was responsible for setting up team from scratch in all departments which helped in improving efficiency and employee engagement.**

**This helps Company in getting more projects from other MNC Clients which improved top line goals also.**

**Recognised and given Manager of the year Award by Company**

**Aug'2004 – May,2011 Blue Star Ltd., Mumbai All India Commercial Head /DGM Finance & Commercial**

**( An Indian Giant in HVAC Industry and Market Leader in this field worked as Head Commercial for their Service Division)**

**ReportingFunctionarry to Finance Director of Company and Administratively to Divisional Vice President.**

**Roles and Responsibilities.**

**Responsible for end to end Accounting Function for Service Division**

**Responsible for end to end Procurement function for Service Division along with Project Manager.**

**To maintain Good relationship with Business Partners Guide them on Financial Matters.**

**Attending to Internal and External Audit for Service Division and ensure that audit is completed in time**

**Project Business Accounting.**

**Service Business Accounting.**

**Client rating and assessment**

**Working Capital Management**

**Tax Compliance under various heads are done as per requirement.**

**Processing of Accounts Payables end to end.**

**End to end Accounts Receivables Management**

**To ensure that Procurement is done cost efficiently and at best price.**

**Attend to ISO Audit and ensure that there is no adverse remark.**

**Credit Management and Credit Control.**

**Setting up Business Plan for the Division along with Divisional Vice President, Compare it with Actual Performance and Analysis of Variance.**

**To Prepare various MIS Reports as requested by TOP Management from time to time.**

**Responsible for entire Commercial Operations of Service Division Operation.**

**Fixed Asset Control and Accounting.**

**Financial Planning and Control.**

**Financial Management.**

**Develop new MIS Report which will be helpful for Top Management for review.**

**Training and Development of subordinates and New Employee.**

**Contract Management with customer and vendors.**

**Fixed Asset Management and Control**

**To maintain good Cross Functional Relationship with team members.**

**To present Financials to Management identifying areas of improvement.**

**Risk Analysis of Projects from time to time.**

**To coordinate for submitting tender to client with operation team and quantity surveyors**

**Team Building**

**Performance Appraisal**

**Work with Marketing Team of new Business Opportunity.**

**Work with Project Manager on Project Requirement and Progress and risk associated.**

**SAP Implementation**

**Set Up Central Back Office for AMC Processing with 100 associates in corporate office**

**Number of Reportees : 30 persons (Commercial executives at Branches)**

**Achievement :**

**Introduced Customer Wise Profitability for 1st time in Company and this helped in finding out loss making customer and asking for increase in AMC rates by showing facts and details to customer and also helping Managing fix responsibility and making policy decision on this . This helped in improving bottom line by 2% for division and improving cash flows.**

**Was given Manager of the year Award by Company for this outstanding contribution for division.**

**Was responsible for training subordinates in SAP once implemented.**

**Was a part of Corporate training team in giving training on Finance for Non Finance Manager for all new recruit as a part of their induction programme.**

**Jun’1998-Jul’2004 Goodyear India Ltd., Hyderabad/Chennai Zonal Finance Manager, South**

***A part of GoodYear Group World wide a fortune 500 Company headquarter in US was heading the Southern Region as Regional Finance Manager***

**Reporting to Finance Controller of Company.**

**Roles and Responsibilities.**

**Responsible for end to end Accounting Function for Southern Region**

**To maintain Good relationship with Bussiness Partners Guide them on Financial Matters.**

**Attending to Internal and External Audit for Southern Region and ensure that audit is completed in time**

**Sales Accounting.**

**Working Capital Management**

**Tax Compliance under various heads are done as per requirement.**

**Processing of Accounts Payables end to end.**

**End to end Accounts Receivables Management**

**Credit Management and Credit Control.**

**Setting up Business Plan for the Division along with Regional Manager Sales, Compare it with Actual Performance and Analysis of Variance.**

**To Prepare various MIS Reports as requested by TOP Management from time to time.**

**Responsible for entire Commercial Operations of Southern region Operation.**

**Fixed Asset Control and Accounting.**

**Financial Planning and Control.**

**Financial Management.**

**Develop new MIS Report which will be helpful for Top Management for review.**

**Training and Development of subordinates and New Employee.**

**Contract Management with customer and vendors.**

**Fixed Asset Management and Control**

**To maintain good Cross Functional Relationship with team members.**

**To present Financials to Management identifying areas of improvement.**

**Risk Analysis of Projects from time to time.**

**SAP Implementation and Training**

**C&F Management handling over 25 C&F under my Control and Region**

**Issue of Credit notes for all schemes announced by Management from time to time to dealer and distributors.**

**File returns for Sales tax for region and attend assessment and complete the same**

**To Obtain No due confirmation from dealer / Distributor every quarter**

**Number of Reportees : 10 persons (Finance executives)**

**Achievement :**

**Was a part of SAP Implementation team and subsequent training to down the level staff.**

**As a part of Six Sigma Project did 2 project Tax Optimisation and Branch Rationalisation which when implemented helped company save substantial amount and improve bottom line by 5%**

**Was given Roll of Honour Award by Company for this outstanding contribution**

***Jan’1996-Jun’1998 Whirlpool of India Ltd., Chennai* *Commercial Manager***

***A part of Whirlpool Corporation US a Fortune 500 Company was responsible for Tamilnadu and Pondicherry Region***

**Reporting to Finance Controller of Company.**

**Roles and Responsibilities.**

**Responsible for Entire Commercial Operation for Tamilnadu and Pondicherry.**

**Timely Collection of receivables by following up with sales team and dealers**

**Responsible for entire Financial accounting for Branch**

**Working Capital Management**

**Ensuring that Sales tax Return is file in time and assessment is completed in time**

**Processing of Accounts Payables end to end.**

**Credit Management and Credit Control.**

**Control on Marketing expense in coordination with Marketing Manager**

**To Prepare various MIS Reports reflecting branch performance**

**Accounting of Fixed Asset and Control.**

**Financial Planning and Control.**

**Financial Management.**

**To maintain good Cross Functional Relationship with team members.**

**To present Financials to Management identifying areas of improvement.**

**Issue of Credit notes for all schemes announced by Management from time to time to dealer and distributors.**

**To Obtain No due confirmation from dealer / Distributor every quarter**

**Number of Reportees : 4 persons (Finance executives)**

**Achievement :**

**Was given World Wide Excellence Award by Company for this outstanding contribution in collections and no adverse remarks on branch**

***Apr’1991- Jan’1996 ITC Ltd., location Hyderabad/Bangalore Finance Superintendent***

***(ITC Limited is a Companies with diversified interest in various field worked in Agri Bussiness Division and Seeds Division)***

***Reporting to : Divisiona Financial Controller.***

**Roles and Responsibilities.**

***Work on Annual Business along with Divisional Financial Controller and Operation Head for submitting to Management.***

***To monitor C&F Agent and advise them on receipt and dispatch of material.***

***To monitor receivables and ensure that payment is received in time.***

***To interact with bank and take credit for Import and Export Finance as per government policy***

***To interact with Government officials and provide them document required to obtain replenishment license and give it to Management.***

***To enure that all vendor is paid in time as per due dates.***

***To ensure that no due confirmation is obtained from all client and vendors once a quarter.***

***To conduct Audit of Factories and branches to ensure that stocks are in order.***

***To attend to Internal and External Audit and ensure that this is completed in time for division without adverse comments.***

***To post all entries in system and generate financial statement for division.***

***To provide financial statement to divisional Financial Controller for his review.***

***To handle all export and import management.***

***Successfully handled demerger of Seeds division and transfer of business to new Company ITC Zeneca limited***

**Number of Reportees : 2 persons (Finance executives)**

**Achievement :**

**Attended Accountant Training Programme conducted by ITC Corporate Office for Senior Managers.**

**Demerger of Seeds Division and moving all men and material to joint venture Company ITC Zeneca Limited.**

***Oct’1988-Apr’1991 Apple Industries Ltd., Andhra Pradesh Accounts Officer***

***( An Indian Company Promotor by Atul Nishar for Computer Training and Development one of its pioneer in this field)***

***Reporting to : Branch Manager.***

**Roles and Responsibilities.**

***Maintaining Books of Accounts.***

***Finalisation of Accounts.***

***Conducting classes on Accounts to Student of Apple Indusrtries.***

***Bank Reconsiliation***

***Advise Corporate office on Accounts payable to vendor on weekly basis.***

***Payroll and Incentive calculation of employees of branch.***

***Conducted Corporate Training Programme for AP State Finance Corporation and Cromton Greaves.***

**IT Skills**

SAP, FoxPro, MS Office, Windows, etc.

**Personal Details**

Address : Plot no 30 A Krishnan Koil Street, **Thirunagar, Chennai 600087.**

Date of Birth : 13th August, 1964.

**E-MAIL ADDRESS :** [**rajan\_aruna@rediffmail.com**](mailto:rajan_aruna@rediffmail.com)

Contact No : +91 8939487528

Languages Known : Tamil, Telugu, Hindi, and English.

Location Preferences : Hyderabad, Chennai, Bangalore, Mumbai, Delhi, other states

References : Will be available on request

**Salary Current : Rs.24,00,000/- per annum**

**Salary Expected : As per Company Policy**

**RAJAN SUBRAMANIAM.**