



# Nagababu Govindarasan

## Accountant

### PERSONAL DETAILS

21, Babanarishi Kovil Street,  
T.R. Pattinam, 609606  
Karaikal, Puducherry.  
India.

+91 957841889

nagabanbu@gmail.com

DOB: 12/10/1985

Passport No : P6422656

### EDUCATION

Diploma in Handloom Tech.  
July 2003 – April 2006

### TALLY ERP 9

From Tally Academy

### LANGUAGES KNOWN

Tamil, English, Hindi, Telugu

### AREAS OF EXPERTISE

Payroll Preparation

Monthly management accounts

Budgeting & forecasting P&L analyses

Month end procedures Variance

reporting Computer literacy

Margin analysis Query resolution

Reporting & management accounting

### PERSONAL SKILLS

Numerate Investigative Pro-active  
problem solver

### PERSONAL SUMMARY

A confident, multi-skilled & capable assistant accountant with excellent knowledge of finance & accounting procedures. Exceptional analytical & problem solving skills & able to provide financial information to all areas of the business whilst ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance & development of financial systems and accounting procedures.

Now looking for a new & challenging accountancy position, one which will make best use of my existing skills and experience & also further my development.

### WORK EXPERIENCE

Total Work Experience : 12 years in Admin, accounts & Finance from different industries.

- Worked as Accountant in Reefside Company Pvt Ltd, Maldives From Sep 17 to June 18
- Worked Accounts Officer in Adithya Ferro Alloys P Ltd - Karaikal. From April 2010 to Sep 17
- Worked as Accountant in Kiran Global Chems PLtd – Karaikal 2006 to March 2010

Supporting the business by assisting to produce accurate financial and management accounting information on which financial decisions are based. Also involved in compiling financial reports and analyses, whilst working to strict deadlines.

### Duties:

- Preparing sales invoices & the upkeep of an accurate accounts filing system.
- Preparing Daily bank reconciliations.
- Preparation and input of month end journal vouchers.
- Inputting, matching, batching and coding of invoices. Debtor and Creditor reconciliations.
- Preparation of various reports for senior managers.
- Responsible for financial accounts including budgets and cash-flow.
- Supervising junior financial staff.
- Responsible for KPI analysis and evaluation of costs and margins.
- Conversant with PAYE and VAT reconciliations.
- Conducting regular business reviews of financial performance.
- Proactively identifying business improvement opportunities.
- Fixed Asset accounting, reconciliations and depreciation journals.
- Ensuring that information is accurately collated & entered into systems.
- Preparation of bi-weekly invoice and expense claim payment runs.
- Assist in the preparation of monthly balance sheet account reconciliations.
- Inputting of supplier invoices and employee expense claims to the ledgers.
- Maintaining and Managing of all statutory records under GST, Central Excise Act, Service Tax & Sales Tax (VAT) and online return filing periodically.
- Maintaining and Managing of all statutory records under ESI & PF Act and online Return filing for same as periodical.