**RESUME**

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**S.VARADHARAJAN**

32, Fifth Cross, Sri Ramana Nagar,

Karaikal 609 609,

Pondicherry State.

Mobile: 91 9443123431

E-mail: [svaradhan2015@gmail.com](mailto:svaradhan2015@gmail.com)

**OBJECTIVE :**

To achieve financial reliability for the establishment by employing emprical methods.

**ACADEMIC QUALIFICATION:**

B. Com, graduated from AVC College, Mayiladuthurai in 1991

**CURRENT POSITION:**

**Since June 1999 – 20th,March,2017**

Finance Officer at Bharathiyar College of Engineering & Technology, Karaikal, India (College run by Sri Balaji Educational and Charitable Trust, Chennai and affiliated to Pondicherry University, India)

**RESPONSIBILITY:**

Leading a team of 4 personnel and overseeing day to day operation of College and Hostel in finance matters.

Liaisoning with banks for the college and trust.

Daily Cash management by optimizing and controlling the cash transaction of the college and trust.

Negotiation and finalization of various purchases by finalising the purchase order on Capital & Revenue requirements / items and implementation of the same preparation of Capital and Revenue Budget.

Dealing with students Admission, Collection of Tuition Fee, Hostel Fee etc.

Staff related matters like, salary preparation and payments, IT, EPF etc.

Statutory matters like Insurance, AICTE Approval & University re-affiliation.

Working knowledge and ability to act as PRO of the institution in all matters.

**ACCOUNTING SKILL SET:**

Tally ERP 9

Excel Worksheet

**LANGUAGES KNOWN:**

* ENGLISH (Read, Write, Speak)
* TAMIL (Mother tongue)

**PERSONAL DETAILS:**

Date of Birth 20.05.1971

Father’s Name R. Srinivasan

Nationality Indian

Permanent Address 32, Fifth Cross,

Sri Ramana Nagar, Karaikal 609 609,

Pondicherry State.