

L. CYRIL RAJ

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Satwa Dubai UAE



FINANCE MANAGEMENT

❖ PROFESSIONAL ABRIDGEMENT

- MBA (Finance Management) with 4 years experience in the field of accounts & finance with a Recognized Alpha Engineering & Equipments as Manager Accounts & Finance
- Expertise in spearheading corporate and financial planning initiatives in Commercial Operation, Accounts & Finance, Auditing & Taxation, Exports Management and export document negotiation.
- Expertise in designing and implementing systems/procedures with proven ability to achieve financial discipline and enhance the overall efficiency of the organisation.
- A keen analyst with exceptional relationship management & negotiation skills with proven abilities in liaising with Banks and various regulatory authorities.
- Well versed with Tally ERP version 9, MS Office & GST Filling
- Excellent relationship building, negotiation, analytical skills and abilities in liaising with banks, Insurance, Broking house & financial institutions; with the exposure of working in computerized environment.

❖ EDUCATIONAL CREDENTIALS

- MBA (Finance Management), Bharathiyar University, Coimbatore -2013
- Bcom, Bharathiyar University, Coimbatore -2005
- well versed with Tally ERP Version 9 and Windows.

❖ AREAS OF EXPERTISE

Across career span acquired following expertise:

- Financial Planning & Control- Analysing actual cost
- Auditing – Correspondence & Secretarial work
- Freight Control-Export Documentation-Process manual Development
- Preparing GST Returns-Mapping trial balance sheet

❖ THE KEY AREAS OF EXPERTISE

- Coordinating in the preparation, maintenance and filing of projected P&L Account, Bills Discounting and Balance Sheet as required by bank authorities and financial institutions.
- Responsible for remittance of foreign currency for import advance & other expenses like traveling consultancy, advertising and project export.
- Preparing monthly stock summary of raw material and finished good and creditor's summary,
- Processing of Purchase Bills of Raw Material, Asset & Passing Bills of expenses i.e. courier, postage traveling, consultancy etc,
- Have effectively implemented internal controls, various cost cutting measures and procedures in respect of payments and receipts in a most effective manner.
- Reconciliation of inter branch transactions, Edit list checking and scrutiny of ledgers, bank reconciliation, Checking and processing of accounts payable.
- Filing GST return, Independent handling of GST, Income tax assessment

❖ EARLIER EMPLOYMENT

1. Company Name : Suresh Ind Tech
Designation : Accounts Assistant
No of Years : 11-09-2005 to 13-12-2007

Role & Responsibility :

- Maintaining Tally Works, Excel Works, Records of Ledger
- Sales Tax Filling, Central Excise, RG1 Preparing

❖ **EARLIER EMPLOYMENT**

2. Company Name : Penta Auto Equipments Pvt Ltd

Designation : Accounts Officer

No of Years : 15-01-2008 to 31-10-2011

Role & Responsibility:

- Filing –Vat Return, Central Excise Return, Service Tax Return, TDS &TCS
- Bank Reconciliation
- Import & Export Documentation
- Finalization of Accounts
- Export document negotiations

❖ **EARLIER EMPLOYMENT**

3. Company Name : Geetham Agencies

Designation :Admin of Accounts Head

No of Years :16-11-2011 to 20-12-2017

Role & Responsibility:

- Internal Auditing
- Finalization of P&L and Balance Sheet
- Sales Tax assessment
- BRS & Bank Correspondence

❖ **EARLIER EMPLOYMENT**

4. Company Name : Alpha Engineering & Equipments

Designation : Manager of Accounts and Finance

No of Years : Jan 2018 to Jan 2022

Role & Responsibility:

- Manage of Financial planning and control
- Filing–GST Return
- Internal Auditing
- Finalization of P&L and Balance Sheet
- Sales Tax assessment
- BRS & Bank Correspondence
- Negotiations of inward &outward bills

❖ **PERSONAL DETAILS**

- Date of Birth :28th February 1982
- Gender :Male
- Languages Known :English, Hindi, Tamil and Kannada
- Marital Status :Married