** K. CHANDIRAJA**

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***Seeking opportunities in Finance / Accounts / MIS / with a reputed organisation.***

*Location Preference: Any where in Singapore/India/Australia/UK*

***EXECUTIVE SUMMARY***

ICWAI Partly qualified professional with Post Graduate Diploma Business Administration & over 30 years of experience in Finance, Accounts, Capital Budgeting, Costing, MIS and Corporate Tax Management, CAPEX management.

*Associated with Chowking Orient Restaurant Group, Dubai as Accounts Manager since 2009.*

Adroit in conceptualising and implementing financial procedures, including internal financial controls & costing.

Rich experience in budgeting and MIS activities involving preparation of budgets, conducting variance analysis, and preparation, analysis and consolidation of MIS reports

Proven abilities in the maintenance and finalization of accounts for past 17 years.

In-depth understanding of all phases of business and financial activity with diversified skill set and ability.

Exceptional relationship management skills with proven dexterity in managing operations amidst tight deadlines.

Bank Liaison for Term Loans, BG facility, LC’s, and CAPEX Loans.

**Since Jun’09 with Chowking Orient Restaurant Group, Dubai as Manager Finance and Accounts Drawing AED16,000/- per month with free food and accommodation and Medical free.**

**Jun’08 to Jun’09 with Peninsular Petrotech Engineering WLL, Qatar, designated as Chief Accounts Officer - Teyseer Group of Companies**

**Nov’07 to Jun’08 with BMY General Trading LLC, Sharjah, UAE as Manager-Accounts**

***Dealt in logistics export & import of metals & Ferro alloys***

**May’06 to Sep’07 with Sultanate of Oman, for a PDO Contractor Star of Fahud, as Chief Accounts Officer**

**April’00 to May’06 with Al Dossary Group of Hotels (16Nos), Amusement Parks and Chalets as Manager Accounts.**

***Worked in India since 1986 to 2000 for Construction Group of companies and completed several projects Like MRF, NMTPP, NMPT-Panambur, PEPSICO, IB thermal, Railway Doubling on KK Koraput Kirandol. BHEL, DAHEJ GOLD MINES, GACL etc***

**KEY RESULT AREAS**

**Financial Planning & Management**

Heading finance functions involving determining financial objectives, designing & implementing systems, policies & procedures to facilitate internal financial controls.

Formulating need-based business strategies for maximizing profitability & realize organizational goals.

Developing and maintaining adequate internal control system, preparing annual and periodic financial results, submitting them to the management for review and control the finances. Handled Accounts payable and Accounts Receivable related activities.

Preparation of Financial Model for the projects

Finalization of accounts including balance sheet,

Budgetary Management & Control,

Dealing with Statutory Auditors,

Project Finance,

Fund Management,

Review & Consolidation of Accounts,

MIS,

Detail Project Report (DPR),

Obtain Approvals for Projects from Banks,

Taxation, Cost Accounting,

Managing International Projects Finance & Budget,

Dealing with banks for LCs, Bank guarantees, project financing, etc.

**Accounting**

Designing and implementing systems & procedures; supervising the consolidation of group accounts and preparation of financial statements & annual reports.

Preparation of Bank Reconciliation Statement & Ledger Scrutinizing.

Prepared Aging reports of Debtors and Creditors and fix discrepancies if any Debtors / Creditors ledger reconciliation. Daily Debtors & Creditors balances & Day to Day Accounting.

Maintenance of Inventory & Daily Accounts records and based on that Purchase & Inventory Entries are passed in Tally.

Follow up with Teams for the discrepancies of breaks identified.

Prepare monthly profit and loss statements and closing reports Prepare Revenue and Expense reports, Analyze the trend and report to Manager.

Responsible for detailed MIS and trend analysis of open items and aging items.

Prepared Salary Register and doing Payment of Statutory compliances like Provident Fund, Professional Tax & Employee State Insurance Commission.

Part of the team responsible for strategizing the fund raising, Customer & Vendors Management.

**Costing / MIS**

* Analysing budgeted contribution and actual contribution for the previous year. Preparing cost sheet and monitoring of cost card details.
* Supervising the preparation of MIS reports to provide feedback to top management on financial performance, viz. fund management, credit control, profitability, etc.
* Keeping track of contribution of product as per budget, vis-à-vis actual.

**Auditing/ Statutory Compliance**

* Ensuring compliance to the govt. rules and regulations as defined by statutory authorities.
* Preparing and finalizing statutory/ internal audits with auditors and ensuring all compliances under the regulatory acts and other statutory bodies.
* Liaising with statutory / internal auditors etc for timely completion of audits. Maintaining audit records and implementing audit observations.

**Special Skills, if any:**  
• Problem Solving and Decision Making Skills.   
• Energetic, creative, Committed, Self-Dependent, Team Player  
• Financial and Analytical Skills   
• Leadership Skills   
• Good Planning and Organizing Skills   
• Good command of MS Office applications   
• Ability to meet dead lines

• Ability to work in multi task environment  
• Excellent communication and interpersonal skills

***Responsibilities***

* Reviewing, compiling and financial information.
* Maintaining day-to-day cash inflows and outflows.
* Prepare and review budget.
* Maintaining, controlling the expenses of the company and cost cutting.
* Reporting the daily and monthly fund statements.
* Interacting with internal and external auditors in completing the audits.
* Completing all the activities on sane day without keeping any pending works.3
* Using different types of accounting software Tally ERP 9 and Prolific ERP modules and familiar on Oracle based.ERP based ISCALA reporting and accounting.
* Compiling of Cost Data and verify accuracy of information.
* Verify that all accounting related activities follow company standards
* Monthly submission of P&L report and Balance Sheet and Review with Management.
* Representing accounting issues and results to executive committee under the leader ship of the Auditors to Managing Director.
* Project Costing and BEP and ROI review with management.

***SCHOLASTICS***

**B.Com.** from Andhra University in 1984

**Post Graduate Diploma in Business Administration & Finance Management** from St. Joseph’s College Autonomous, Trichy in 1986

**ICWAI INTER** part completed in 1984

***PERSONAL DOSSIER***

Date of Birth : 2nd January 1964.

Permanent Address : 404, 3rd West st, Indira nagar, Sendurpuram main rd,

Kattupakkam, Mangadu Chennai- 600056

Nationality : Indian

Passport Status : **Valid Till 05-02-2023**

Passport Number : **K 8468050**

Marital Status : Married

No. of Dependants : Wife

Driving License Details : TN22 2018 0001968

Languages Fluency : English, Arabic, Hindi, Tamil, Telugu and Malayalam.