**S.Vijay**

“Creations Aishwariyam” Apartments, ****

Flat no: B7, 15th Cross Street,

Kubernagar extension,

Madipakkam, Chennai-600091

Mobile no: **9176889534**

email id: vij\_svi@yahoo.co.in

**Father’s name** :Late.S.Srinivasan

**Date of birth :** 29.09.1952

**Career breifing :**

* Senior Audit Assistant in a famous auditing firm S.R.Batliboi & Co.
* Cost Clerk in large machine tool manufacturer in Bharat Fritz Werner Ltd
* Senior Accounts Assistant in Finance-Taxation in a large public limited manufacturing earth moving equipment and MNC USA based Same nature of work as in Hindustan Motors Limited-& Caterpillar Inc
* Administrative Officer in Educational Society.
* Senior Accountant-in GT Group of company including G T Chennai Private Ltd.
* Senior Accounts Officer in Futura Polyesters Limited.

CORE COMPETENCIES

* Auditing
* Costing
* Taxation(Direct, Indirect, Central

Excise, Customs, Service Tax Insurance)

* Accounting
* Administration

Education qualifications:

SRI RAMAKRISHNA MISSIon VIVEKANADA COLLEGE,

MYlapore,

Chennai-600004

Bachelor of Commerce (Madras University, May 1979

ANNAMALAI UNIVERSITY,CHIDAMBARAM ,TAMIL NADU

Bachelor of General Laws,1996 . (Direct Distance Education)

**Page 2**

**CERTIFICATIONS ACQUIRED:**

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* **SALES TAX PRACTIONER.**

***Certificate issued by Deputy Commissioner of Commercial Tax Dept. ,Chennai-600006.***

Enrollment number: 1605

Date of Issue : 26.07.2005

Validity : lifelong

* **LEAN SIX SIGMA PRACTICE.** (one day program me)

***Certificate issued by MSME DEVELOPMENT INSTITUTE, Government of India,***

***Chennai-600032.***

Date of Issue: 07.09.2008

Additional Skills

Practical Experience in operating Tally 9

roficient in Microsoft Office

Proficient in Microsoft Excel

Professional Experience

* **14.12.2012 till 04.02.2016: Worked in Hotel Blue Diamond (Prop Shabros Hotels Pvt Ltd)** As Accountant . Nature of work: Sales accounting on day to day basis. Filing of Vat returns/service Tax payments/returns .Letter typing follow up of licenses relating to functioning of the Hotel. Resigned on own.Assisted the Managing Director.
* 22-06-2012 till 13.12.2012 break in work due to personal work
* **31.07.2011 till 21.06.2012 :**Worked in **SYSADMIN Pvt Ltd** ,T Nagar as Accounts Executive.

Nature of work :Collection and accounting of Co. Course Fees on daily basis .

Reporting to the MD through mail situated at Buffalo St -Dallas-Texas in USA .

# **14.03.2011 to 30.07.2011 Worked in MB MetallicBellowsPvtLtd,Oragadam** AsAdministrative Officer: Assisted the Managing Director(taking dictation/typing letters/ preparation of Sales Documents/Record keeping of Purchase Orders received/executed/pending etc. Stationery in charge.

* **01-06-2010 to I 1-03-2011 Worked as Administrative Officer (Office Manager) in SKNS PMC VV Junior Collegee,Perambur a unit of Vivekananda EducationalT**rust :

Additional responsibilities interacting with the Secretary/Joint Secretary/Additional Secretary/Honorary Correspondent.

Routine work: Checking of fees received/Proper passing and spending of expenses with Proper authority. Payroll checking. Interacting with Government

Page 3

Officials relating to school matter. Interacting with the Central Office (Head Office).Arranging of events service providers for School Sports Day/Annual functions and various other functions.

* **12-2008 till 31-05-2010 Worked in Sreevatsa Vivekananda Vidvalaya,Chitlapakkam,Chennai 600064:**

Nature of work-submission of monthly statements to Central Office

School Fees follow up-CBSE introduction follow up; Events and Function preparation followup

# **27-11-2006-06-06-2007 Worked in Futura Polyesters Limited-Manali Chennai-600068** as Senior Accounts Officer Level7. In Charge of Sales Tax Section-

Assisted in implementation of Value Added Tax introduced by the Tamil Nadu Govt.from January 2007.Compelete function of Sales Tax matters on day to day/monthly/yearly work.Interacting with the legal advisors(advocates)State Govt Official up to the Asst Commissioner Level. Annual Turnover 600crores

30-3-2005 till 25-11-2006&**18:06-2007-04-12-2008 :**

**Worked in General Traders(Chennai)Pvt ltd& G.T.Traders as Senior** Accountant:

Nature of work:Sales tax matters/day to day accounting of expenses of GT group of companies : interacting with statutory auditors till finalization of accounts.

* **1-12-2004till27-03-2005 Worked As Accountant in Sri Balaji Enterprises**

Vadapalania Consignment Agent dealing in paints manufacturer at Gujarat..

Annual turn over 2 Lacs pa.

* 6-04-2003 till 30-l1-2004 Worked in various small companies for less then15days

# **05-01-1985 till**

# **5.4.2003 Worked in Hindustan Motors Limited,**

# Earthmoving EquipmentDivision,Melnalathur,Tirvel1ore

# As Senior Accounts Assistant,Taxation ,Finance also worked in

# Accounts Receivables, Finance

**Routine work: day to day accounting of Sales Tax issue of** statutory forms. like C, D, E & F forms Form XVII

Collection of Statutory Forms

Weekly Journal preparation and passing of entries. Monthly Filing of Returns

Cheques submission

Sales Tax Assessment preparation of Schedules &Statement/Books/Submission of statutory

# forms annual Accounts preparation of Schedules and other work.

Interacting with the Statutory Auditors/Govt Officials/Advocates etc

Page 4

This division of

Hindustan Motors was taken over by Caterpillar Inc USA (on 9/2/2001)

and a new company was formed and named as **Caterpillar India Pvt Ltd**

Continued to work in Accounts Receivables till VRS was announced on 1st April 2003.

* **22-11-1982till 31-12-1984 worked in Bharat Fritz Werner (Pvt) Ltd (now Limited)**

# Bangalore (a machine tool manufacturer) as COST CLERK-A in their newly setup fully computerized Cost Accounting System. Assisted in setting up the system. Assisted The VP Cum Company Secretary.

# Assisted the Cost Accountant (qualified cost accountant).

# Assisted their consultants M/s Shaw Wallace Ltd, in setting up the fully computerized costing accounting system.

# **11/03/1980 till 21/11/1982: Worked in S.R .BATLIBOI & CO** ( A Chartered Accountant firm) in Chennai branch .

# Nature of work: Concurrent statutory auditing of their clients both in Chennai ,Bangalore and Kerala .

# Clients like Hindustan Motors ltd , EED Tiruvallur ,Tamil Nadu ,Bata India ,Remington Rand , Chess Ponds India Ltd .

**Language spoken/read & write** :Tamil /Hindi & English

**Time to join**  :Immediate

**Salary expected**: : Rs 15 thousand .pm

Date: 13th Aug 2016 S.Vijay

**Reference**

1. Shri T E S Varadhan

Hindustan Motors Limited

Vice President-(now a director),

A Shri C K Birla group of companies,

Birla Towers,

Barakambha Road,

**New Delhi 110 001**

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