

**SREEDHAR CHANDRAN**

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**Detail-oriented professional, targeting assignments in** **Financial Operations/Accounts /Costing Tax/Payroll/Audit in Bengaluru, Karnataka**

**Profile Summary**

* Master of Business Administration with 9+ years of post-qualification experience in discharging Financial Operations, Accounts, Costing, Auditing, Payables, Taxation and MIS functions possess good command over ERP and Tally.
* Proficient at managing day-to-day commercial & accounting functions in co-ordination with internal / external departments for smooth financial operations
* Expertise in implementing financial procedures, maintenance & finalization of accounts as per statutory requirements and liaising with tax authorities for addressing taxation matters
* Understanding in formulating budgets and implementing systems/ procedures, conducting ageing analysis, preparing key reports to exercise financial control and enhancing overall efficiency of the organization
* An effective communicator with strong analytical, problem solving & organizational capabilities

**Skill Set**

~ Accounting & Finance Operations ~ Accounts Payable Management ~ Costing, Budgeting

~ Liaison & Coordination ~ Bank Reconciliation ~ Auditing & Taxation

~ Statutory Compliances ~ MIS Reporting & Documentation ~ Team Management

~ Payroll and Compliance ~ Accounts Receivable Management ~ General Ledger

~ Timesheet Process ~ Month end Activity ~ Fixed Asset Register

~ SAP R/3 FICO, Oracle 11i & R12 ~ Tally ERP 9, QuickBooks & Netsuite ~ US- GAAP, IND-AS

**Professional Profile**

**Employer** : **XSEED Education Pvt Ltd**

**Title**  : Manager - Finance

**Industry Type :** K-12 Education Services and Technology Company

**Date of employment** : 20-Jun-2019 to till date

**XSEED Education** is a K-12 learning and Technology company. Founded in 2008 and headquartered in Singapore. Xseed provides products Foundation, method, prime, future, Learnometer, E-Training and Super teacher, through 75,000 re-skilled teacher in 3000 schools. Around 600+ Professional in the across globally working.

* Handle Day to Day accounting Functions AP, AR, GL etc.,
* Manage the Accounts Payable process including reviewing Vendor Agreements, Vendor Invoicing, Payments, Taxes as applicable, Employee Reimbursement, Vendor Recon, Foreign Vendor Payments A1&A2 and compliance with FEMA Guidelines, Online filing 15CA, obtain certificate from CA in form 15CB, Credit Card transactions accounting, Sales Commission, Refund, Marketing and Sponsorship Payments Processing, Reviewing expenses and Payroll records etc.,
* Manage the Accounts Receivable Process including reviewing Contracts, Customer Billing/Invoices and collections, Unbilled Revenue, Cash Application.
* Bank Reconciliation Statement, Fixed Asset Register Maintenance, MIS Reports
* Produce monthly, Quarterly, Yearend Reports and Accounting & close the books on time
* PF, PT, ESI, TDS, MSME & GST Tax Compliance
* Preparation of Financials – Balance Sheet, Profit & Loss Account, Cash Flow Statement and

Variance Analysis.

* Prepare Standard operating procedures, Maintain soft/hard copy records
* Preparation of Tax certificate Form 16A Quarterly and Form 16 yearly
* Appearing Tax Authorities/departments as and when required
* Co-ordinating with Statutory Auditors, Tax and Company Law matters
* Co-ordinating with Company secretary on filing of annual return, Change in Board of directors
* Co-ordinating with HR, Admin and IT for Preparing PO’s, renewals and new vendors etc.,
* Forex Conversions, FIRC Follow up, Softex Regularization
* Inventory Valuation Reports, Inventory Management System and stock verification
* Approving of all Debit Noted and Credit Notes
* Assist in the Preparation of budgets and forecasts
* Implementing Net Suite ERP (Oracle) and transition with proper understanding on the business requirements from the Management and stakeholders.

**Employer** : **Global logic India Ltd**

**Title**  : Senior Associate – Finance

**Industry Type :** Software Development & Digital Product Engineering Services

**Date of employment** : 20-Nov-2017 to 14-Jun-2019

**Global Logic** is a Digital Product Engineering Services company, founded in 2000 and is headquartered in [San Jose, California](https://en.wikipedia.org/wiki/San_Jose,_California). Global Logic provides software product development services, including experience design, complex systems engineering, content engineering, and self-contained engineering labs. The company specializes in software engineering for cloud platforms, embedded software, Internet of Things, Automotive, mobile applications, and security. Around 15000+ IT Professionals in the across globally working.

* Knowledge of end to end Payroll Processing
* Development and Improvement of Payroll Process
* Full & Final settlements of departing employees & explaining them their settlement
* Year end Bonus and MBO calculations in line with HR Policies
* Year-end activity SPOC for investment proofs collections, Queries from employees
* Statutory compliance Generating Form 16 etc., Regular update on Labor Laws, Administration of Biometric

System, TDS, Gratuity, ESIC, PT, PF etc.,

* Addressing Employee concern for Bangalore and Chennai location
* Passing payroll journal entries and maintain employee records (DOJ, DOE, Loans, Salary Advance updates etc.,)
* Validate all required documents and calculate pending dues, unpaid salary, incentives, Bonus,

Gratuity & LTA etc.,

* Audit Coordination, Conducting Finance sessions to new joiners
* Employee Reimbursement CTC Part & NON-CTC (T & E Part), Salary Advance, Travel Advance & Loans
* Dealing with internal Auditors on regular audit issues and process adherence
* Monitor documentation of records (Soft & Hard)
* Co-ordination for PF transfers and PF related issues
* Monitor and solve finance tickets/timely closure of open items

**Employer** : **Marlabs Software Private Ltd**

**Title**  : Senior Associate – Finance & Accounts

**Industry Type :** Software Development & Technology Staffing

**Date of employment** : 06-Oct-2014 to 17-Nov-2017

**Marlabs (www.marlabs.com)** is a software services company based in US and Bangalore offering Software Development, Staffing and Managed services to clients in India and abroad. Marlabs has been ranked as one of the fastest growing companies by Deloitte & Touche and has been chosen for the second year in their NJ Fast 50 list (Rank - 18). Marlabs has also been a consistent feature in Inc Magazine`s list of 500 fastest-growing private (Rank - 151) companies in the US, with strength of around 1500 IT professionals in the US and 500+ in India.

**India Finance:**

* Responsible for Payments to vendor & reconciliation, Employee Reimbursement
* Bank Reconciliation Statement & MIS Reports
* Invoicing, Receivable Management & Cash Application
* Enter Time Sheets, Working on customer queries regarding billing on day to day basis
* Preparing PO’s, Renewal Insurance Policies, Material indent – Verify and update
* Produce monthly reports & Assist with month end closing.

**US Finance:**

* Timely & error free invoicing, review the assignment summary
* Timely updations of assignment summary, follow-ups for PO & WO, project start date, project end date, rate increase or decrease etc.,
* Reconciliations as Invoice upload, Invoiced list, Project start date, Project end date, Fixed salaried, QB vs IIS and reports such as Accrual Report, Sales by State report.
* Follow-up for missing billable timesheets & ensures timely receipt of the same, taking help of HR's & Recruiter’s,
* Reconciliation of timesheets defaulters list with pending invoices list.

**Employer** : **Pilani Soft Labs Private Ltd (redBus.in)**

**Title**  : Assistant Manager AR & AP

**Industry Type :** Internet/E-Commere/Retail

**Date of employment** : 06-Dec-2011 to 31-May-2014

* Payments to Vendor & Reconciliation
* Payments to Customer Refunds, Issuing Cheques & Cash Coupons
* Responsible for Debtors Reconciliations (Payment Gateway reconciliation, Charges, Charge back, Balance confirmation, working on discrepancies and issues)
* Responsible for reconciling collection from various modes of sale ( Online, Agents ,

Partners & Home Delivery)

* Generating MIS Reports (Settlement & Payment Analysis, MSF Analysis and Outstanding Receivable & Payable Report) and Alerts on deviations and process violations

**Achievements**

* Managed the continuity of production when majority of employees quit the company and when process running under deficiency.
* Preparation of “Process Flow Chart” to help in understanding the process at the Macro Level & cross trained the new joiners
* Attended training sessions like ‘Advanced Excel Training, Image Phases & Information Security Training, and Six Sigma Program.

**Certificates**

* PGDCA Certificate
* Diploma in GST
* Tally and QB Accounting packaging certificate
* NCC B-Certificate, NSS Certificate
* Typewriting – High Speed & Shorthand Intermediate
* Training on Capital Market & Attending Finance/Capital Market Workshops

**Educational Qualification**

M.B.A (Banking & Finance) : Alagappa University, Karaikudi.

M.Com (Investment Analysis and Portfolio Management) : Alagappa University, Karaikudi.

B.Com : Bangalore University, Bangalore.

**Personal Profile**

Father Name : S. Chandran,

Marital Status : Married

Nationality : Indian

Linguistic Proficiency : English, Hindi, Kannada,

Telugu and Tamil

Hobbies : Reading Business Financial news Magazines,

Travelling, Learning new skills, Listening Music

Passport : Yes