

T.SELVA SUBRAMANIAN

B.Com, First Class

Mob: 0966 536203289; What's app No: +91 9841013600; E-mail ID: chubram2@gmail.com

Introduction

- Seasoned finance and accounts professional with > 25 years of experience in accounts, management reporting, handling audits and AR and AP. Core competencies include:
 - Preparing MIS reports and other reports for management
 - Handling audits by coordinating with auditors
 - Accounts Receivables, Accounts Payables and GL reporting
 - Worked in SAP/Tally 9

Professional Summary

- Completed three years Articled Clerk for C.A. in M/S. Muthukumar Associates, Chartered Accountants, Chennai. (18.8.93 to 17.8.96)

Emirates Shipping Co. Ltd. (Globe Marine Services – Since 03rd Dec 2021), Saudi Arabia Accountant

- Keeping and handling of records of statement of accounts to Shipping Lines, Principal, NVOCC and freight forwarders.
- Preparing data for VAT return and forward to tax dept.
- Invoicing to Shipping Line and NVOCC.
- Payment follow up with customers and service providers.
- Maintaining of Bank Reconciliation on monthly basis.
- Co-ordinate with Shipping Line, NVOCC, freight forwarders and suppliers.
- Handling of accounting related confidential documents related to AR, AP transactions.

M/s.Dakshin Bharat Gateway Terminal Private Ltd.

Deputy Manager – Finance & Accounts (07th Jan 2019 to 15th Nov 2021)

- Management and scrutiny of AR, AP and GL reporting.
- Preparation and explanations of variances between actual and forecast and provide corrective action suggestions to management.
- Monitoring of Funds position and liaison with bank, customers and vendors.
- Analysis of funds position in everyday basis of various bank accounts of terminal.
- Review and Authorization of Vendors payment based on contracts.
- Co-ordination with Auditors in completion of Revenue Audit from VOC Port trust.
- Submitting revenue reports to finance dept. of VOC Port Trust on monthly basis.
- Co-ordinations and assisting in completion of Statutory Audit, Tax Audit and Internal Audit.

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M/s. Marine Infrastructure Developer Private Ltd. – Port & CFS Dvn. (Group of Adani Ports formerly operated by L&T Shipbuilding Ltd, Kattupalli Port, Chennai)
Deputy Manager – Finance & Accounts (07th Oct 2011 to 05th Jan 2019)

- Management and scrutiny of AR, AP and GL reporting.
- Preparation of financial reports like schedule VI, Balance sheet and P&L on monthly basis.
- Submission of MIS Reports, EBITDA to the management.
- Preparation and explanations of variances between actual and budget and provide corrective action suggestions to management.
- Co-ordination with marketing team for tariff preparation for container terminal and CFS.
- Verification and finalizing of container handling bills, marine bills etc., done through Terminal operating system.
- Checking of Monthly Reconciliations such as Bank Accounts, AR, AP, advances from/to customer/vendor, accrual income and prepaid expenses.
- Co-ordinating and assisting in completion of Statutory Audit, Tax Audit and Internal Audit.

M/S.KGS Developers Ltd.,
Assistant Manager – Accounts (May 2011 to Oct 2011)

- Authorisation of payment vouchers.
- Preparation & maintenance of Service Tax return & reconciled with GL.
- Preparation and maintenance of TDS return and reconciled with GL.
- Preparation of sales tax return and assessment work.

M/S.PSA SICAL Terminals Ltd.,
Accounts Assistant (Aug 2006 to Apr 2011)

- Submission of MIS Report
- Billing done through TOS and also via excel mail merge.
- Correspondences with main line operators.
- Correspondences with banks.
- Preparation of Bank Reconciliation Statement.
- Monitoring of day-to-day funds position.
- Service tax and revenue reports and tally with GL on monthly basis.

M/S.Bommidala Packagings Ltd.,
Accounts Executive (Jan 2006 to Aug 2006)

- Preparation and maintenance of central excise documents and records such as RG1 stock register, PLA Ledger, RG 23A Part II.
- Preparation of monthly excise returns ER1 and tallying with RG1 and stores stock, RG 23A Part I input stock verified with the physical stock.
- Preparation of monthly sales tax returns.

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Group of M/S. Mira Textiles & Industries (I) Ltd Factory Accountant cum Cashier (Nov 2001 to Dec 2005)

M/S.World Marble & Granite (Marble, granite & sanitary ware showroom)

- Preparation and maintaining cash, invoice, and inventory register.
- Preparation and maintaining purchase voucher and registers.

M/S.Aurosri Granites Pvt Ltd., (100% EOU - Mfg. of granites)

- Preparation of export invoice, ARE1, and relevant documents for export purpose.
- Liaison with Excise dept., for getting Procurement and Re warehousing certificate, CT3, and AR 3A, Proof of export.
- Maintaining inventory register.
- Preparation and maintaining purchase voucher and registers.
- Maintaining cash and reporting to HO.

M/S. Mira Textiles & Industries (I) Ltd., (Mfg. corrugated boxes)

- Preparation of payrolls for staff and workers.
- Preparation of PF and ESI statements.
- Preparation and maintaining invoice, inventory register.
- Preparation and maintaining purchase voucher and registers.

Academic Qualification

- B.Com. First class with 63% in 1993 from Manonmaniam Sundaranar University, Tirunelveli.

Technical Qualification

Computer knowledge: SAP, Ramco-e-application, Tally ERP 9.

Operating system : MACH, IPOS and WARM

Languages known : English, Tamil

Personal details

Father's name: C Thambiran Thozhan

Date of Birth : 30-07-1973

Nationality : Indian

Address for

Communication: Old no 36A, New no 77,

Kallathi Street,

Tirunelveli Town- 627006.

Passport details: N5793721

Place of Issue : Chennai

Date of expiry : 12-01-2026