

## **RESUME**

**JANANI RAJENDRAN**

**Accounts Manager over 05+ Years of experience**

**Mobile** : +971 529661824  
**Email** : [jananiraj459@gmail.com](mailto:jananiraj459@gmail.com)  
**Current location** : Dubai, U.A.E  
**Visa Status** : Spouse Visa  
**D.O.B** : 01.01.1997  
**Languages Spoken** : English/Tamil



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### **Objective**

To obtain such a challenging position in an organization that enables me to put my knowledge for the achievement of organizational objectives on the promise of deserving reward.

### **Current Experience :**

**Mar 2022 – Oct 2023 – Accounts Manager at Smart Credit India Finance Ltd (NBFC), India**

### **Professional Summary**

Result-driven Professional having rich experience in the management of Accounting and finance operations in a computerized environment, preparation of Financial Reports, and Cash Management. The Main skill areas are A/P, A/R, GL, Payroll, Fixed Assets, Inventory Control, Cash Flow, ROC, RBI and GST, TDS Filing.

### **Areas of Expertise**

- Expertise in finance, accounting, budgeting, and cost control principles.
- Expertise in Account payables/Account Receivables, Inventory, and Fixed Assets .
- Expertise in Audit preparation of yearly financials in audit format and submitting to auditors for auditing.
- Budgeting / Funds Allocation / Cash Control / Bank Control.
- Handling accruals, prepayments, Payroll entries, and Staff provision calculation (Gratuity, leave salary).
- Managing & controlling Accounts Payables, Following up on Accounts Receivables.
- Prepare a Bank reconciliation statement.
- Direct Reporting to the Board of Directors & Manager.

### **Previous Experience:**

- **Mar 2019 – Feb 2022 – Senior Accountant at Vedhaah Power Private Limited ( Tamil Nadu, India)**

### **Area of Expertise**

- Expertise in making report for AGM, BGM and EGM.
- Prepare in Tax returns, Payments, Paperwork and Report as needed.
- A certified GST practitioner with a keen eye for reviewing, investigating, and correcting errors.
- Skilled in handling audit assignment in financial documents.

- **Sep 2018 to Feb 2019 - Design Engineer at Syrma Technology ( Tamil Nadu, India)**

### Area of Expertise

- Scheduling events and responding to client inquiries through email and phone call.
- Designing and laying out new electrical systems.
- Producing necessary design reports and documentation.
- Testing new systems and making design changes if required.

### Professional Skills

- ✓ Excellent knowledge in Tally ERP9 and Prime.
- ✓ Can act as a team leader & team member depending on the work.
- ✓ Good Working Experience in Microsoft Office, internet, accounting software Tally.
- ✓ Problem solving skills and ability to deliver under pressure.

### Academic Qualification:

Degree	Major/ Specialization	Passing Year	College & University
CS	Company Secretary	Pursuing	ICSI, NewDelhi, India.
BE	Electrical and Electronics Engg	2018	Anna University, Chennai, India
Diploma	Electrical and Electronics Engg	2015	Directorate of Technical education, Chennai , India

### Technical Qualification:

- Application Packages: MS Word, Excel, PPT (MS Office).
- Accounting Packages: ERP Tally9, TallyPrime Internet (Browse).
- Technical Package : PGDIA – (PLC – Prolific systems).
- Design Package : Auto CAD, ECAD, Embedded system with Arduino IDE.
- DCA-Diploma in Computer Application.

### Personal Data:

Date of Birth : 01-01-1997.  
 Marital Status : Married .  
 Nationality : Indian.  
 Address : Seven Ewans, Dubai Investment Park -1.  
 Pass port No : B7201087 – ECNR Status.  
 Place of Issue : Madurai,Tamil nadu, India.  
 Validity : 22-11-2033.

### Declaration

I hereby declare that all the above-furnished details are true to the best of my knowledge and belief and references will be provided upon request.

Place: Dubai, UAE

Signature