**Muralidharan C S **

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**Contact no: +91-9087594555**

**Career Aim: To be an Administration Manager /Senior Manager for the Organization with my inherent skill of quick learning aided by acquired educational qualifications and practical experience in various companies where I have worked proving my competence.**

**Professional Experience**

* Relevant Experience of **16+ years** as **Human resource and administration** as an in charge.
* Highly dedicated and goal oriented professional with developed communication, Organization flair and management dexterity through constructive approach
* Sound analytical ability and technical expertise in reporting with proven experience

**Domain Experience**

* Has Excellent Knowledge in HR and Administration, Banking and Finance, Manufacturing, Materials Management, Logistics/ Supply Chain management, Import & Export (Air & sea) cargo

**Professional Qualification and expertise**

* HR/Administration and payroll – recruitment of candidates includes the process of screening the candidates profiles and coordinating with the team for conducting the interviews. The process of issuing the offer letter , on boarding as well as the induction training.
* Conducted employee review meetings for appraisal as well as relieving - exit formalities as an HR and Admin of the company.
* Having Good working experience in both IT/ Non IT recruitments.
* Possesed good working knowledge in US IT recruitments (Portal and Boolean search), US taxes, visa based recruitments.
* Worked on the HRMS portals like SAP – HCM (success factor) ,workday , Zoho recruit, Oracle HRMS ( basic).
* Practical work on hand in Purchase and sales, Sales tax (GST), filing of TDS on quarterly basis and payroll for the companies worked.
* Administered Accounts Payable (AP)/Accounts receivable (AR) processed and managed good relationship with suppliers and clients of the company
* Practical on the job experience in Foreign exchange remittances (inward and outward) and import and export bill realization, import /export documentation for customs and freight forwarding and logistics for export of goods.
* Thorough knowledge and practical experience in manufacturing industries for 10 years in SAP ECC 6.0(MM, FICO, SD) as well as in Tally ERP 9.0 & Zoho Books cloud ERP.
* Practical experience in financial management and Logistics/ Supply chain management with inter and intra company transactions in India and abroad.

**Education**

* **MBA (Executive–Master of Business Administration)–National Institute of Business Management Global 2017-2018**
* **Master of Computer Application (M.C.A) Bharathidasan University Trichy 2002 – 2005**
* **B.Sc Maths The Quaide Milleth College affiliated to Madras University year 1998–2001**

**Training Programs and Certification**

* HR and Admin Analytics module training attended in MSME PPDC- Agra Online training September-2020
* GST (Goods and Service tax) training completed from MSME PPDC – Agra Chennai May-2017
* Completed training in Tally ERP 9 Chennai – Jan 2011
* Certified Six Sigma Green Belt consultant from MSIN Institute Noida- year - 2008
* SAP MM Module from Navo InfoTech Chennai – May 2008
* Passed A1 grade in German language from Max Muller Bhavan Chennai – June - 2007
* Obtained Diploma in Software from SSI Chennai - May – 2002

**HR & Administration Skills**

**General Administration, Business Administration, HR operations, Payroll processing, Labour laws, HR Metrics, HR and admin analytics , US IT recruitments , SAP HCM**

**Core competencies**

**Finance and Accounts Skills**

**Finance and Accounts operations, Accounts payable & Accounts Receivable Internal auditing, Auditing and Taxation Business process improvement, Budgeting and forecasting, Banking and finance , Bank Guarantees (BG), Letter of Credit(LC’s) , import & export documentation**

**Soft skills Motivator, Analytical, Strategic, Communicator, Decision maker**

**Technical Skills**

**Data Analytics Tools Minitab, SPSS (Basic),R(Basic)**

**Quality process ISO – 9001-2015, Six Sigma**

**ERP Packages SAP ECC6.0 – (MM, FI, SD, CRM), Tally ERP, Zoho cloud ERP**

**Database**  **Oracle, SQL**

**Operating system** **Windows, Linux, Ubutu-Linux**

**Others** **Ms Office Suite, Microsoft Sharepoint**

**Professional History**

**Pharmnova Medical Research Pvt Ltd**

**Administration Manager – September 2020 to till date**

* Administered entire Company General Administration and support and company business requirements on time to time.

 Complete all tasks – having connection with the organization’s activity but not detailed in the JDs – charged by the manager or Director.

* Ensures service is delivered in a controlled way by logging and tracking all queries in the HRSS case management system
* Framed the company Administration policies and worked on the applying policies to streamlining the company process for the efficient function of the company
* Worked on the Admin and HR policies and standards and applied in the organisation.
* Screening the profile and arrange for the technical interview
* On-boarding process for the new employees and arranged for the induction training for the employees
* Understands how own performance impacts on KPIs and SLAs and helps drive the team to ensure work is delivered on time and with excellent quality
* Assist with HR projects to include meeting organization, training coordination, and other admin activities
* Maintains office equipment by completing preventive maintenance; troubleshooting failures; calling for repairs; monitoring equipment operation; monitoring and purchasing meter fund
* Creates and maintains personal files, archive documents both in hard copy and soft copy using Microsoft sharepoint cloud storage.
* Acts as the face of the HRSS team, building close relationships with HR and key stakeholders under the direction of the HRSS Service Delivery Management Team
* Accounting and Data uploading in Zoho books ERP.
* Worked on finance for GST tax reconciliation for the purchases and sales for the month on months and returns on the portal.
* Prepared the monthly Financial reports and uploading the data’s on Zoho Books
* Managing the vendors for the payments / AP and receipts / AR for the purchase and sales process
* Worked on ISO 9001-2015 process for the Pharma and medical devices regulation

**M/S Aplicom Ltd**

**Designation: Administration Manager, July -2019 – August 2020 CHENNAI**

**Responsibilities :**

* Overall in-charge of company
* Responsible for remittance of statutory payments, Creditors & Debtors
* Supervising vouchers and Entry of Accounts payment, receipts both cash and Bank , journal, sales and purchases
* Verifying and Analysing of Party Ledgers AP/AR as well as the Trial balance review of Firms and Company.
* Overseeing weekly and monthly receivable & Payable statements, MIS preparation
* Payment / Receipt processing and follow up and report preparation of financial statements and accounts finalization sent to Auditor for filing the annual returns
* Foreign exchange remittances ( inward and outward) , filing of documents in the Banks for the payment realization both advance and after the receiving the material with Bill of entry and Form A1 documentation
* TDS payments for the parties / employees and the payment of the commission to the parties and creation of challans and filing quarterly basis.
* GST Filing, Reconciliation of GSTR 3B, GSTR1 and tax challan creation and E-payments.
* New Vendor Development for the company both Private and Government agencies.
* Consulting and technical services for new hardwares / services in IT / mechanical for new projects and proposals for the client companies as an administrative manager
* HR and Administration which includes the sorting the candidate profile related to the company requirements, preparation of the interview with the candidates, selection.
* Creation of payroll for the employees electronically and company affairs for welfare of the employees / employer and the labour laws.

**M/s CAN Automotion PVT LTD CHENNAI**

**Designation: Administration Manager – July 2012 – June 2019**

**Responsibilities:**

* Overall in-charge of company
* Responsible for remittance of statutory payments, Creditors & Debtors
* Supervising vouchers and Entry of Accounts Payable, cash –receipts, Bank, journal, sales and purchases
* Verifying and Analyzing of Party Ledger review of Firms and Company.
* Overseeing weekly and monthly receivable & Payable statements, MIS reports
* Preparation of financial statements , trial balance , confirmation of trade payable / trade receivable and accounts finalisation with auditors for annual filing.
* Foreign exchange remittances ( inward and outward) with bank for the payable and receivable with overseas principles and
* Sales tax (CST and VAT) Statement preparation and E-filing , Goods and Service Tax statement preparation & E- filing , TDS challan – E- filing
* In-charge of HR and Payroll process.
* Inventory of materials stock maintenance, supply and weekly stock status reporting.
* Over all In-charge of technical and functional support for industrial automation products and projects for customers and principals
* Involved in the MCA company affairs for the director’s foreign investments for the Business establishment in the country and developed the company to be a reputed private company.

**M/s SRI Vaikundam pecuniary motives Chennai**

**Designation Accounts executive-Jan 2009-June-2012**

**Responsibilities:**

* Involved in Accounts Payable/ Voucher & Entry, entering Sales and purchase entries Cash Payment & Receipt, Bank Payment & Receipt, Journal Voucher & Entry
* Worked on purchasing and inventory process
* Negotiating with sub contractors and suppliers, issuing Purchase Orders, etc.
* Maintain material systems and data to support purchasing and other functions.
* Assure all items purchased are needed and are properly authorized in compliance with company policies and procedures.
* RFQ – Purchase requisition based on that purchase order sent to supplier for material procurement
* Preparation of Accounts payable/ receivable statements
* Preparation of Bank Reconciliation statements.
* Conformation of balance from Customers (Debtors & Creditors) monthly/ quarterly basis.
* Responsible to remittance of statutory payment, creditors & Debtors payments
* Returns of TDS respect of salary, rent, contractors, Consultants preparation & filling
* Preparation of sales tax return & submission to sales tax office
* Issue and maintenance of C.Form to Creditors & C.Form Report preparations for Debtors

**M/s SSM InfoTech PVT LTD- Chennai**

**Designation Junior Executive– Aug 2005–Nov-2008**

**Responsibilities:**

* Responsible for general accounts and invoice section in charge
* Invoice collections and following up for the payments
* Purchase order processing for material procurement from Suppliers and the dispatch of the materials to the customers for the PO placed by the customers
* Involving in Payment ( AR ) collections from the customers on timely basis.
* Pending payments follow-up and reporting to the accounts manager.
* Daily Reports sent to the manager for the day to day activity on the accounts department.
* Confirmation of balance from Customers (Debtors & Creditors) monthly basis.
* Service tax taken on Contractors / sub contractors and payments of the service tax.
* Responsible to remittance of statutory payment, creditors & Debtors payments
* Returns of TDS respect of salary, rent, contractors, Consultants preparation & filling

**Personal**

* Date of Birth : 28 April 1980
* Mailing Address : No11 Dhanlakshmi nagar third cross street

Selaiyur Chennai-600073 Tamilnadu India

* Marital status : Single
* Passport : F3928717 Valid till November 16th 2026
* Languages : English, Tamil, Hindi