**RESUME**

**P P VENKATACHALAM**

G-2, Penna Tulip, Opp. Deepa Medicals

Thindal, Erode -638012

**Contact: 9344355505**

**E-mail: palghatvenkatachalam@gmail.com**

Objective:

To pursue highly challenging career where I can contribute to the organizational goals, there by simultaneously acquire,contribute constructively and make the fullest utilization of educationaland experienced background to match the organization’s growth and strength.

Educational Qualification:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** |  | **Institute/University & Board** | **Year of Passing** | **Percentage of marks** |
| **SSLC** |  | S I A of Higher Secondary School - Dombivili | 1980 | 42% |
| **HSC** |  | S I A of Junior College - Dombivili | 1982 | 43% |
| **B.Com** |  | K V Pendharkar college of Arts,Science & Commerce | 1985 | 45% |
| **M.Com** |  | University of Bombay | 1988 | 48.5% |

Computer Language :

* MsOffice (Word, PowerPoint, Excel)

Strength:

* I am a hardworking person with good leadership quality.
* I am confident in managing and handling any new work assigned.
* Positive attitude towards work and great ability towards result oriented output.

Extra Activities:

* Cricket – Inter college & Inter University
* Carrom
* Body Building & Weight lifting.
* Photography

**Work Experience:**

* **Morde Food Products – Dec1985 to Aug 1991**

Office Manager – Book Keeping / Accountancy, Cash Handling, Invoicing, Sales Co-ordination, Logistics.

* **Polar Marmo Agglomerates Ltd. – Sept 1991 to Feb 1995**

Commercial Officer -Book Keeping / Accountancy, Invoicing, Sales Co-ordination, Auditing, Logistics, Cash Handling.

* **Jaysynth Dyechem Ltd – March 1995 to January 2007**

Jr.Officer – Accounts – Accounts Payables, Ledger Scrutiny,Attending to Monthly,Yearly Auditing, Preparing Cheques, Supplier Account Reconciliation, Bank Reconciliation.

* **Nouveaw Exports Pvt.Ltd. – January 2007 to July 2009**

Sr.Executive – Accounts – Entry of incoming and out going material in plant into system

Generation of factory reports daily and weekly.

Executing of Excise Documents

Coordinating with Excise and other commercial tax authorities with compliance of documents and payments

Export and domestic sales documentation

Data entry of Cenvat,Excise entries

Handling Petty Cash

Attending officials visit

Coordinating with Supply chain, marketing and commercial departments

Collection, Reconciling and maintaining Form “ C “ rocords

* **Walplast Products Pvt Ltd – Feb 2011 to March 2012**

Sr.Accounts Executive – Scrutiny of Travelling vouchers

Depot Accounts Reconciliation

Bank receipt entries, Bank Reconciliation

Coordination with Auditors for Audit

* **Miraj Drymix Pvt.Ltd ( Sister concern to Walplast Products Pvt.Ltd )– April 2012 – till Date**

Factory Incharge / Location Head - Transferred to Coimbatore, TamilNadu to handle the following to start factory operations:

* **Miraj Drymix Pvt.Ltd ( Sister concern to Walplast Products Pvt.Ltd ) – Perundurai, Erode – March 2014 – till Date**
* **Walplast Products Pvt Ltd – Perundurai, Erode – August 2014 – till Date**
* **Viwa Drymix Pvt Ltd ( Sister concern to Walplast Products Pvt.Ltd ) - Perundurai, Erode – December – 2015 – till Date**
* **Alive Ceramics Pvt Ltd ( Sister concern to Walplast Products Pvt.Ltd )- Perundurai, Erode – May 2017 – till Date**
* **Drychem Solutions Pvt Ltd -( Sister concern to Walplast Products Pvt.Ltd) - Perundurai, Erode ( Previously known as Alive Ceramics Pvt Ltd).**

Land Registration, Lease deed Agreement Execution, Obtaining Central Excise Registration, Service Tax Registration, VAT Registration, PF / ESIC registration, Pollution certificates, Metreology certificates, Labour Licence, Factory Licence, Electiricty connection, Fire and Safety Licence and all other Liason work with Government Authorities.

Handling Erection of Factory Building, Office, Machinery, Electricity connections, setting up Laboratory Equipments.

Procurement of Raw materials, Production Planning, Arrangement of Transporters for dispatch of Finished Products.

Recruitment of Staff, Labour and arranging for Staff / Labour Welfare ( Medical checkup, celebration of foundation day, Republic Day, Independance Day and all other festivals).

Handlng communication, co-ordination between Factory and Head Office.

Handling Central Excise, Service Tax, VAT, PF, ESIC Case / Audits.

Handling customer grievances and complaints and sorting out the same to their satisfaction.

Handling Bank Accounts, Cash Accounts, Factory Maintenance, Routine Accounts, Collection and Issue of Form ‘C’.

* **Drychem Solutions Pvt Ltd ( Sister concern to Walplast Products Pvt.Ltd ) – Mumbai – Manager – Operations**

**Transferred to Mumbai Office – Feb 2020**

Personal Details:

**Date of Birth : 29.05.1964**

**Gender : Male**

**Nationality : Indian**

**Languages Known : English, Hindi, Marathi, Tamil, Malayalam**

**Marital Status : Married**

Declaration:

I hereby declare that the above-furnished information is true to the best of my knowledge and belief.

Date: July 2020

Place: Mumbai

**(P P VENKATACHALAM**)