**P.RANGAMNNAR: BRIEF CAREER DETAILS**

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| **Name & Address** | **PARTHASARATHY RANGAMANNAR,**  **9, Sai Moreshwar Luxuria,**  **Next to Sanjivani International School,**  **Plot No.74, Sector-18, KHARGHAR, NAVI MUMBAI.**  **TEL: 8779838651**  **E.Mail ID :** [**prmannar@gmail.com**](mailto:prmannar@gmail.com) |
| **Educational Qualification** | B.Sc., M.A.., |
| **WORK EXPERIENCE**  **Period/Employer/Designation** | Responsiblities |
| **2016-till date** | * Visited 2 times to US and hence could not continue. * Presently Managing Society accounts. Now have free time and hence this application for Part-time Job |
| **2014-2016** | * Sr.Accounts Manager, Shine Agrotechnology Pvt Ltd., Kharghar. |
| **Nov, 2011 – Dec, 2014**  **M/s. LITMUS MARINE INNOVATION PVT LTD.,**  **Chembur, Mumbai – 400 071**  **Sr. Accountant** | * Incharge of Company’s Accounts/Administration Departments. * Overall incharge of Billing/Recovery and Creditors Control   Turnover of the Company: Rs.10.00 crores  (Now on Special leave to visit US ; to join duty by 15.09.2014 |
| **From June,2007 to Oct, 2011**  **M/S. SUPERVISION OPTICALS, DUBAI**  **Accounts Manager** | Overall incharge of Accounts and Finance functions of the Company ( 9 Branches ) including Administrative responsibilities. |
| **Aug,2006 to June, 2007**  **HOTEL CLARIDGE,**  **Manama, Kingdom of Bahrain** | * In Charge of Accounts Department reporting to Group Financial Controller. * Preparation of Daily Sales Summary, outlet wise, cash collections and entire Banking operations. * Preparation of Specific Management Data on the deviations by executives in respect of discounts, non chargeable sales and other general matters /reporting and ensuring implementation of corrective measures. * Scrutiny of Suppliers bills with respect to Purchase Order Terms and in charge of timely payment to Creditors. * Surprise check of stores inventory. * Preparation of Pay Sheet and disbursement of to Staff and artists on weekly basis. * Internal audit of all vouchers/Bills and submission of discrepancies and taking corrective action on weekly basis.. * Well versed in IDS/Tally Programmes. |
| **2004-2006**  **M/s. TATA-AIG Insurance Co. Ltd.,**  **Insurance Advisor** |  |
| **2004-2006**  **M/s. AYYA VENTURES PVT LTD.,**  **Chembur, Mumbai – 400 071**  **General Manager** | * Company is the sole selling agents for “Vriksha Mitra” Bio Fertiilizer manufactured by M/s. Krishna Agro Bio Products, Hyderabad for the States of Maharashtra, Karnataka and ‘Tamil Nadu. * Fully Managed the Company’s operations covering all functions including setting up new offices in different States and necessary licences from various State Governments. |
| **1982-1998**  **M/s. FLUID-AIR (INDIA) LIMITED,**  **MUMBAI.**  **Sr. Accounts/Commercial Manager** | * Company engaged in Design, Manufacture, erection and commissioning of Material Handling and Pollution Control Equipments/Systems. * Was in charge of Accounts, Financial and Commercial operations of the Company. * Fully handled Company”s financial, commercial and administrative matters independently. * Handled Public Issue of the Company in the year 1995-96 and ensured over subscription. * Responsible for Implementation of Cost Control, Internal audit and Productivity norms. * Handled Banking matters independently and obtained timely working capital and other term loan sanctions. * During my period of service in the Company ensured timely completion of all Income Tax/Sales Tax assessments. |
| **1973-1982**  **INDIAN BANK, MADRAS**  **Sr. Officer** | * Worked in various Branches including Advances and Foreign Exchange Departments. Thoroughly conversant with Banking Procedures and daily office routine. |
| **HIGHLIGHTS: ACADEMIC**  **Languages Known: English, Hindi, Tamil**  **Active Member in Scouts and National Cadet Corps.**  **Major C.A.David OC6 Tamil Nadu Battalion in N.C.C Discharge Certicate says:**  **“A smart regular Cadet NCO. He did all NCC work well. He will make a good leader”** | **HighLigts: Career:**   * Team Leader: normally enjoy the work: Can work independently and as a group. * I know the job; can handle the same with ease and confidence from day one. |