**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** |
| **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
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| **2014-2016** | * Sr.Accounts Manager, Shine Agrotechnology Pvt Ltd., Kharghar.
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| **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.
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| **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.
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| **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.
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| **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.
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| **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.
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