

G KANAGARAJKUMAR

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SUMMARY

Finance professional with extensive experience at JCDecaux Advertising India, specializing in accounts payable and receivable management. Demonstrated success in tax compliance and financial reporting, supported by strong analytical skills. Skilled in building vendor relationships and optimizing cash flow to enhance operational efficiency and accuracy in financial processes.

SKILLS

- Accounts payable and receivable
- Vendor Management
- Cash flow management
- Financial reporting
- Tax compliance
- Forecasting and analysis
- Audit coordination
- Microsoft 365 proficiency
- Revenue recognition

EXPERIENCE

Assistant Manager Finance, JCDecaux Advertising India Private Limited, December 2015-Current

Chennai, Tamil Nadu

- **Accounts Payable:** Managed end-to-end AP workflows, including invoice verification, timely vendor payments, early-payment discount optimization, and cross-checking vendor statements to resolve discrepancies.
- **Accounts Receivable:** Administered the full AR cycle by issuing customer invoices, tracking incoming payments, and directly negotiating payment arrangements with delinquent clients to optimize cash flow.
- **Financial Reporting & Analysis:** Designed and maintained weekly/monthly sales analysis reports and generated AR aging summaries for senior management decision-making.
- **Forecasting:** Developed accurate monthly, quarterly, and annual financial projections.
- **Statutory Compliance:** Handled Professional Tax, Corporate Tax, and Labour returns.
- **Audit & Internal Controls:** Coordinated directly with external auditors for seamless GST and income tax reconciliation while strictly maintaining petty cash books and transaction logs.

Administrative Officer, Air Treatment Engineering Private Limited, October 2010-November 2015

Chennai, Tamil Nadu

- Managed project timelines and deliverables, ensuring successful completion of all initiatives.
- Coordinated vendor relationships to guarantee timely service delivery and operational continuity.
- Facilitated onboarding and offboarding procedures for new and departing employees.
- Delivered training sessions for new employees to enhance performance.
- Processed payroll, employee provident fund, and employee state insurance accurately to boost satisfaction.
- Prepared and generated commercial reports and financial statements for management review.
- Analyzed progress reports submitted by team leaders to identify efficiency improvements.
- Oversaw procurement, supply chain operations, and management of AMC contracts.

EDUCATION

Master of Business Administration

Kalasalingam University, Virudhunagar District, Tamil Nadu. January 2009

GPA: 6.5CGPA

Bachelor of commerce

Vivekananda College, Madurai District, Tamil Nadu. January 2007

GPA: 66%

Post Graduate Diploma in Human Resource Management

DDE, Alagappa University, Karaikudi June 2014

LANGUAGES

- Tamil
- English

PERSONAL INFORMATION

- Father's Name: Mr. M. Ganesan
- Date of Birth: 24/05/1987
- Marital Status: Married
- Passport No: AS298747 Valid up-to: 14/04/2036