

MOHAMED NAJEEB M

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Professional Summary

Finance Consultant with over 15 years of expertise in GST filing, accounts payable, payroll processing, and financial consulting. Proven leadership in managing teams and streamlining processes to enhance efficiency. Strong knowledge of statutory compliance, including ESI, EPF, and TDS. Recognized for achieving high accuracy in financial processes and delivering exceptional client service.

Key Skills

- GST Filing and Returns (7 years)
- Accounts Payable Management
- Payroll Processing and Compliance
- Financial Consulting
- Bank Reconciliation & Audit
- Statutory Compliance (ESI, EPF, TDS)
- Leadership & Team Management
- Oracle 11i, MS Office, Tally Prime, Baan V

Professional Experience

Financial Consultant *Adeeb Digital Solutions, Chennai & Theni Aug 2016 – Oct 2024*

- Provided GST filing, ESI, EPF, and TDS services for multiple clients.
- Supported e-tendering processes and payroll for various organizations.
- Managed financial operations, including bank reconciliation and MCA services.
- Worked part-time as a financial consultant for Daksh CCTV Pvt Ltd and Venus Interior.

Team Leader *Flextronics Technologies India (P) Ltd, Chennai Feb 2010 – Jul 2016*

- Led a team of 18 members, achieving 99.5% accuracy in invoice processing.
- Managed daily work allocations, monitored performance, and prepared audit data.
- Recognized with multiple awards for performance, including reducing \$3.7M in negative POs.

Process Associate *Steria India Ltd, Chennai Feb 2007 – Jan 2010*

- Processed invoices while adhering to SLA requirements.
- Managed supplier communication and prepared weekly cash forecasts.

Audit Assistant *Venkat & Vasan, Chennai Oct 2006 – Jan 2007*

- Assisted with internal audits for Turbo Energy Ltd and bank audits for IOB.
- Supported government audits for a power unit in Bangalore.

Education

- **M.Com** – H.K.R.H. College, Uthamapalayam (2002 – 2004) | 66%
- **B.Com** – H.K.R.H. College, Uthamapalayam (1999 – 2002) | 63%
- **HSC** – Govt. Higher Secondary School, Uthamapalayam (1999) | 72%
- **SSLC** – Govt. Higher Secondary School, Uthamapalayam (1997) | 57%

Certifications & Training

- Online Diploma in HR
- Leadership Training Programs (including Frontline Leadership Development)
- Communication Skills, Art of Email Writing, Telephonic Ethics

Awards & Recognition

- "Pat on the Back" for reducing \$3.7M negative POs in a month (Flextronics)
- "Star of the Month" – 4-time recipient (Flextronics)
- Long-term service awards (3 & 5 years, Flextronics)

Personal Details

- **Age:** 44 years
- **Status:** Married
- **Nationality:** Indian

- **Passport:** P0128999 (Valid until May 2026)
- **Languages:** Tamil, English

Declaration

I hereby declare that all the information above stated is true to my knowledge & belief.

Yours Sincerely,

M. Mohamed Najeeb