**RESUME**

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| OBJECTIVE: |
| To Seek a Challenging Position That Utilizes The Best of My Potential For The Advancement of the Organization. |

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| ACADEMIC PROFILE: |
| 2006 M.Com  Thanthai Hans Roever College, Perambalur. Affiliated to Bharathidasan University, Trichirappalli.2004 B.B.A  Thanthai Hans Roever College, Perambalur. Affiliated to Bharathidasan University, Trichirappalli. |

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| PROFESSIONAL EXPERIENCE: |
| A Dedicated Account Professional with 8 years of total experience in the field of Auditing, Banking and Accounting as follows,2006-2009 Experienced as an Audit Assistant in AROCKIASAMY & RAJ, Chartered Accountant at Chennai, Tamilnadu, India.2009-2012 Experienced as an Accountant in DHANALAKSHMI SRINIVASAN MEDICAL COLLEGE & HOSPITAL at Perambalur, Tamilnadu, India.2012-2014 Experienced as an Accountant in ICICI Bank at Siruvachur, Tamilnadu, India. |

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| RESPONSIBILITIES AS AN ACCOUNTANT |
| * Assists in the development and implementation of the District accounting system to ensure compliance with generally accepted accounting principles and auditing procedures.
* Prepares and monitors grants and categorical program reports and claims to minimize agency disallowances.
* Monitors grant and categorical program expenditures for compliance with District policy and granting agencies to ensure acceptance of reports.
* Assists with the preparation of annual District budget for grants and categorical programs to assure expenditures are balanced to revenues.
* Prepares fiscal year-end closing entries to facilitate a clean audit
* Prepares and interprets grant expenditure reports to responsible District restricted program managers.
* Interprets regulations and accounting policies and procedures from local, State, and Federal agencies and assists District departments in meeting requirements.
* Serves as liaison to District departments and granting agencies to provide and receive continuous information on regulations.
* Prepares financial status reports and studies as needed. Provides supervisors with historical information, accurate fiscal projections, and reports as requested.
* Posts financial transactions including transfers, deposits, and journals; determines and posts closing entries at fiscal yearend; prepares financial records for annual auditing and reporting purposes.
* Maintains accurate accounting of financial aid and scholarship programs; communicates with Department of Education to resolve student account problems.
* Reconciles bank statements and researches and resolves discrepancies
* Audits related work of other personnel.
* Function as the primary contact for external fiscal audits
* May act as a lead worker to other staff in the department.
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| TECHNICAL SKILL SET: |
| * Operating Systems : Windows 98/2000/XP/7/10
* Data Processing : MS Office (Word, Excel, Power Point)
* Accounting Packages : Tally ERP
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| EXTRA CURRICULAR ACTIVITIES: |
| * State Level Seminar on “The Impact of Globalization on Indian Economy”.
* State Level Workshop on “Research in Commerce”.
* National Service Scheme at Krishnapuram Village, Perambalur (Dt).
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| PG FINAL PROJECT: |
| Title: “A STUDY ON WORKERS’ CONTENTMENT AND WELFARE AMENITIES” in BHEL, Trichirappalli.  |

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| PERSONAL PROFILE: |
| * Date Of Birth : 02.06.1982
* Gender : Male
* Marital Status : Married
* Nationality : Indian
* Languages Known : English and Tamil
* **Visa Status : Visit Visa ( Valid upto 30.10.2014)**
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| DECLARATION: |
| I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief. |