Curriculum vitae

**PARSHAIAH**

**PARSHAIAH.154190@2freemail.com**

**Objective:**

An accounting or finance position utilizing an extensive professional background in accounting, administration and information technology. Seeking full time Sr. Accountant position in Accounting/Finance Department where my skills & abilities can be utilized in its best ethics to any Business category.

**Summary:**

* 4 Years Professional Experience in Accounting, Finance & Human Resource.
* Expert Knowledge of Pro, MS-Words, Excel, Access, Power Point, Outlook, Internet, E- profit Accounting Software & Tally etc.
* Effective supervision and management of employees in high-pressured, fast-paced environments while maintaining low turnover and absenteeism rates.
* Extensive knowledge of computerized bookkeeping and accounting principles including redesign and conversion of processes, software and network systems.
* Payroll and abilities to work with any software.
* Strong background in auditing procedures and implementation.
* Comprehensive experience with non-profits, government grants and accrediting agencies and related financial reporting and auditing.
* Skilled in office management and administration.
* Experienced in international and domestic customer service with clients, customers and employees, ensuring effective results.
* Handled various accounting activities and have comprehensive knowledge on accounting practices and procedures.
* Managed key responsibilities very well and earned appreciation from senior members of the team.

**Educational Qualification:**

* **Master Degree:**

**M.com (Master in Commerce)**

* + 2004 to 2006 Kakatiya University, Warangal, India**.**

**Elective Subjects:**

* Security Analysis & Portfolio Management.
* Project Management.
* Computer Application in Accounting.
* **Bachelor Degree:**

 **B.Com-Computers** (Bachelor Degree in Commerce & Computer Application)

* 2001 to 2004 Kakatiya University, Warangal, India**.**

**Elective Subjects:**

* Computer Application in Accounting.
* Computer Application in Banking.

**PETRA TILES LLC**

**RAS AL KHAIMAH, U.A.E**

**UNION HOLDING CO.LLC. SENIOR ACCOUNTANT:**

**2012 UP TO PRESENT**

* All the day-to-day Accounting operations and supervision of two data entry clerks.
* General Ledger; prepared year-end close Financial Statements for the Certified Public Accountant, depreciated shop equipment via straight-line method, posted monthly accounts payable, accounts receivable, payroll, and journal entries.
* Responsible for daily cash management analysis of the check register.
* Weekly & Monthly bank reconciliation.
* Accounts Receivable; generated monthly customer statements via MAS90.
* Exported sales order invoices from Microsoft Access into MAS90.
* Applied daily cash and credit card payments to the appropriate customer accounts.
* Analyzed monthly Accounts Receivable aging report and determined which customer accounts need collection letters. Customer relations &Vendor relations.
* Accounts Payable; internal audit of and coding of vendor invoices.
* Researched past due statement of accounts. Processed an average of sixty automatic and manual checks for bi-monthly check run.
* Payroll; inputted bi-Monthly payroll checks into MAS90.

**PETRA TILES LLC**

**RAS AL KHAIMAH, U.A.E**

**UNION HOLDING CO.LLC. ACCOUNTANT:**

**April 2009 to April 2012 (3 Year Exp.)**

* Reviewed, analyzed and updated standard costs, product margins and cost variances; suggested and deployed actions to improve revenue and profits.
* Performed inventory control on a daily basis; recommended alternatives to avoid surplus and cost savings by improving the Purchasing Department strategy.
* Prepared profitability analysis and evaluated new products including pricing relative to the market as well as setting up appropriate markups.
* Accounts Payable; requested approval of invoices from department heads, provided General Ledger coding for all invoice batches, posted invoice batches to the General Ledger via Oracle Financials.
* Internal audit of employee expense reports as per company policy.
* Internal audit for month-end reconciliation of Accounts Payable Ageing reports, Marketing allocation reports, Legal and Health benefit allocations.
* Maintained accurate supplier for annual 1099 s.
* Managed: Accounts Receivable; calculated daily checks, prepared daily bank deposits, prepared refund checks for customers via internal SFDC cases and closed SFDC cases.
* Managed: Purchase Orders; corrected General Ledger coding as necessary.
* Created, maintained, and closed Purchase Orders.
* Other Responsibilities; supervision of high school intern, prepared outgoing wire transfers, created financial spreadsheets, provided account analysis, scanned invoices, supplier relations, and provided Purchase Order & Leasehold agreement information for the financial Barometer report.

**PIONEER MARINE SERVICES LLC**

**RAS AL KHAIMAH, U.A.E**

**UNION HOLDING CO.LLC. ASST. ACCOUNTANT/STORE KEEPER:**

**APRIL 2006 TO APRIL 2009 (3 Year Exp.)**

* Maintained a store to ensure that it functions smoothly – Made arrangements and placed orders for new stock and equipments whenever necessary.
* Kept up appropriate records of the materials issued received as a part of the new inventories.
* Received deliveries of new equipments and ensured that all the supplies are in proper order.
* Issued supplies as per the demand of the clients and maintained records of the payments.
* Maintained the budget of all the expenditures incurred and presented the same to the manager of the store.
* Stored the supplies and items received in appropriate places to avoid misplacement.
* Reported to the Project manager on the regular basis regarding the demand of items so that the future orders can be made accordingly.
* Monitored the functioning of all equipments of the store and in case of any failure reported the same to the supervisor & Manger.

**Key skills:**

* Strong computational skills.
* Ability to work in a demanding environment.
* Able to multi-task.
* Capable of team work.
* Good written/oral communication skills
* Accuracy.
* Organized.
* Documentation skills.

**DECLARATION**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.