**Gulfjobseeker.com CV No:** **1312362**

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**Objective**

Seeking a challenging position in the Accounts and Financing environment where my existing skills can be utilized by a progressive and innovative company.Secure a position with growth potential within the accounting and finance department of a company which will utilize my analytic skills and experience preparing financial statements.

**Professional Experience**

* Safal Technologies Pvt.Ltd

Designation : Accounts Executive

Duration : April 2012 to March 2013

* Presently working in Thirupathy Steels (**Tata Steel** South Main Dealer), Chennai.

Designation : Finance Executive

Domain : Accounts Payable & Accounts Receivable

Duration : April 2013 to July 2014

**Responsibilities**

* Preparing Sales Invoice bills.
* Handling the TDS (Tax Deducted At Source).
* Preparing Accounts payable And Accounts Receivable.
* Preparing Bank Reconciliation statement(BRS)
* Handling the Petty Cash.
* Effective bank follow ups is other key responsibility.
* Interactions with the Vendor for payments and transactions.
* To Handling the Leave wages Report.
* Maintaining the Monthly Break UP For Vendor.
* To handle bills, verifying purchase order and detailed workings on the bills.
* To keep an order of all bills and files for easy working access.
* To invoice follow up.

**Field Interest**

* Interested in sales tax and willing to learn Central Excise.
* Interested in Invoice preparation.
* Tax Deduction sources.
* Interest in accounts payable & account receivable.

**AP Process Knowledge**

* Handle E-Invoicing process like OB10, File Interface & One-Bill (Electronic upload of invoices into oracle in different formats).
* Handled all unqualified invoices to the supplier via RTV (Return to Vendor).
* Had effectively initiated the payment run on a daily basis and done the reconciliation to match the amount in the legacy system.
* Preparation of Debtor’s Statements on weekly basis.
* Postdated cheques deposited in to bank due date wise listing and generation cheque return advice punching acknowledgement send to customers and cheque register maintenance.

**Academic Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **University** | **Year** | **Percentage** |
| MBA (Finance & HR) | Madras University | 2012 | 65 |
| BCA (Computer Application) | Madras University | 2010 | 60 |
| Higher Secondary | TN State Board | 2007 | 63 |
| SSLC | TN State Board | 2005 | 58 |

**Computer Skills**

* Diploma in Computer Application (DCA)
* Hardware & Networking

**Technical Skills**

* Typewriting English (Lower).
* ERP-Tally -9.
* S.A.P.
* Matrix Accounting Software.
* Excise Duty Corel Accounting software.
* Webtel software for Income tax & Web-E- TDS Filling.

**Personal Strength**

* Good inter personal skills.
* Efficient and smart worker.
* Team rapport.
* Self-confidence.
* Positive attitude.
* Good decision maker

**Personal Information**

Date of Birth : 17.10.1988

Gender : male

Marital Status : Single

Nationality : Indian

Religion : Muslim

Language Known : Tamil & English

**Declaration**

I hereby declare that the information furnished above is true and fair to the best of my knowledge and belief.