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**Career Objective:**

With extensive experience in Financial and Management Accounting, Administration and Marketing areas, I am looking towards a challenging and rewarding career in a professionally managed organization and contribute towards its growth*.*

**Summary:**

**Over all 3 Years of Experience in the Fields of Accounts and Auditing.**

Ability to act and operate independently with minimal daily direction from manager to accomplish Objectives
• Ability to work cooperatively and collaboratively with all levels of employees, management and
• External agencies to maximize performance, creativity, problem solving and results.

**Accounts & Audit Assistant** **June 2012 – Jan 2014**

Ganesh Babu, Auditing Firm

Audit Firm is a Leading Audit group in the region involved in Concurrent Audit in the Leading Banks, Tax Audit for Individuals, Firms and Corporate Level.

**Significant Accomplishment**

* Maintaining of Accounts .
* Scruitising the Ledger.
* Preparation of Depreciation Schedule and Bank Reconciliation.
* Check and Inspect the Accuracy of Accounts Receivable and Payable Ledger.
* Develop and Maintain the Clients and Business Partners Databases.
* Analyze and recommend Changes in Internal Audit Control.
* Create and Manage budgets, Balance sheets and other related Financial Statements.
* Prepare Audit paperwork in accordance with Standards and requirement.
* A Perform physical count if needed and safeguard Client’s assets and properties.
* Testing and enhancing the Audit control environment, report about any deviations to the Clients.
* Finalization of Accounts and Preparation of Audit Reports.
* Maintaining Petty Cash and Preparation of Daily Expenses Sheets.

**Accounts Payable** **Jan 2014 – Jan 2015**

 Ahamed and Co General Trading Company

 **Significant Accomplishment**

* Responsible for Petty Cash, Bank reconciliation, Supplier reconciliation of all the branches of the Company.
* Verify the accuracy of A/P batch output to ensure correct coding of vendor, general ledger account, invoice amount, and matching these to check.
* Receive and verify invoices with LPO, GRN & requisitions and rectify the discrepancies & recording/posting of invoices in the Accounting Software.
* Responsible for Preparing Monthly Vendor Balance Summary ,Aging Report ,Depreciation Schedule and Prepayments & Advances
* Responsible for Preparing Cheques as per the Aging Details and Manage the Daily Cheque run.
* Maintain listing of accounts payable.
* Maintaining Branch Accounts Reconciliation.

**ACADEMIC CREDENTIALS**

* Pursuing Inter ICWAI
* **Bachelor of Commerce (B.Com), First Class with aggregate of 67% - A+ Grade**

 Jamal Mohamed College, Bharathidasan University, Tamil Nadu - India, Completed 2012

**Additional Qualification:**

* Certification in Computer Hardware

 Systech Hardware Centre, Trichy, Tamil Nadu – Chennai

* Completed in Financial & Cost Modules in **Institute of Cost and Work Management**

ICWAI - Chennai.

**Computer Proficiency**

Accounting Package: Tally (ERP – 9.0)

Application Packages Ms Office Suits - Word, Excel, Power Point, Front Page

**Personal Details**

Nationality: Indian

Date of Birth: 19th Nov 1991

Gender: Male

Marital Status: Single

Religion: Islam

Languages Known: English & Tamil