

Kalaiselvan

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# Objective

Seeking challenging and rewarding senior level position in Accounts & Finance with computerized environment across Multinational or Local Organizations, demanding high standards of quality and precision and providing opportunities to amalgamate my personal enrichment with professional goals.

# Profile

I am passionate finance professional with **experience of over a decade** of strong record of leadership and delivery of services in multidimensional working environment, combining broad exposure in all aspects of **Accounts, Finance, Taxation and Audit**who holds internationally esteemed **professional qualification B.Com & MCA**. Experienced in aligning finance capabilities and developing strategic initiatives to facilitate and enhance business performance. I can work efficiently in a computerized accounting environment and have excellent experience in **MS Applications, and Accounting Packages Tally &EBM (Especially developed for Jewellery Management & Accounting)**.

# Key Competencies / Skills

* Finance and Accounts
* Auditing & Taxation
* Finalization of Accounts
* Payroll Management
* Financial Reporting
* Reconciliation of Accounts
* Internal Controls Procedures
* MIS Reports
* Contract Negotiations
* Costing, Budgeting and Forecasting
* Bank Dealing
* Problem Solving Skills
* Procurement Management
* Credit Control
* Accounts Payable & Receivable
* Financial Statement Analysis
* Standard Operating Procedures (SOP)
* Cash Flow Management
* Inventory Management
* Book-keeping Methods
* General Ledger Accounting

# Professional Experience

### **Mikura Pearls DMCC– UAE** Aug 2008 to till date

#### **Senior Accountant**

##### Responsibilities:

* Prepare Essential & MIS Requirement Reports all
* Reviewing Cash, Bank & Branch A/c Reconciliation
* Control Accounts & Inventory Book & Keeping Methods
* Payroll Management System & Book keeping Methods
* Jewels, Building Blocks, HR & Vehicles Insurance Policies Cost Control & Management System
* Conducing financial analysis and supporting decision making of the management.
* Preparing Audit financial reports and statements, budget and variance analysis.
* Developing accounting policies and procedures.
* Reviewing system generated accounting reports.
* Bank liaison.
* Ensures the integrity of accounting information by recording, verifying, consolidating and entering transactions.
* Verify & Managing accounts receivable /payables and prepare and age analysis, project evaluation studies and scenarios.
* Liaised with bankers, internal and external Auditors.
* Secures financial information by completing database backups.
* Supply chain and inventory management.

### **Contec Airflow Engineers (Pvt.) Ltd.– India** Jun 2005 to Jun 2008

#### **Accounts Manager**

##### Responsibilities:

* Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
* Ensure an accurate and timely monthly, quarterly and year end close.
* Supports budget and forecasting activities.
* Monitoring all the accounting cycle.
* Keeping balance between spending and in line budget.
* Managing payroll.
* Monthly reporting and analysis.
* Cash flow management.
* Preparation of ageing analysis.

### **P & C Constructions (Pvt.) Ltd.–India** Aug1998–May 2005

#### **Account Officer & System Administrator**

##### Responsibilities:

* Performing administration tasks.
* Supervising overall operations.
* Supervise and coordinate activities of staff.
* Creditors and debtors invoice processing.
* Preparation of weekly accounts payable report.
* Managing all filing system.
* Administer salaries and determine leave entitlements.
* Throughout verification of bank transactions, payments & receipts.
* Assisting accounts manager in preparation of payroll.
* Managing procurement department.

### **G. N. Jayaram (Chartered Accountants) – India** Jun 1996–Jul 1998

#### **Assistant Accountant & Computer Operator**

##### Responsibilities:

* Preparation projects for bank loans and management of accounts.
* Internal / External & Bank Concurrent Auditing.
* Contacting clients and setting up meetings.
* Details review of clients’ financial statements.
* Reconciliation of bank accounts.
* Recognition of revenue and issuance of invoices to clients.

# Academics Qualifications

**B. Com., - Bachelor of Commerce, Bharathiar University, TN, India 1997**

**M.C. A. - Master of Computer Applications, Bharathiar University, TN, India 2006**

**ACCA – The Association of Chartered Certified Accountants, UK Student**

# Technical, Diploma Certified Qualifications

Technical:

**Type Writing English Higher Grade 1995**

Software:

**DCA – Diploma in Computer Application, Erode 1996**

**DNCC – Diploma Network Computing Concept , Erode 2002**

**VB & Oracle 8i – Software Certified Course, Erode 2002**

**Software Testing – Software Certified Course, Bangalore 2007**

Hardware:

**CHNA – Computer Hardware Network Administration, Erode 2004**

### Computer Application Knowledge:

Operating System:

**MS-Dos, Windows, Unix & Linux**

Dos Applications,

**Doc, Lotus, Qpro, FoxBASE, FoxPro, Oracle (Sql Server 8i), C & C++**

Windows Applications,

**Ms-Office Applications All, VB & Visual C++**

Accounting Packages:

* + **Tally Packages from Dos Version to ERP Version – Well Verse Experience in India**
  + **Visual ACE Gold software package for Accounting & Management especially designed & developed for Jewellery managements by Emirates Business Management (EBM).**