**MEERAN**



**Email :** [**meeran.245097@2freemail.com**](mailto:meeransa2@gmail.com)

**OBJECTIVE**

To pursue a growth oriented career with a progressive company which provides a scope to apply my knowledge and skills that would help me to contribute my best to the organization. Seeking a position as an **Accountant** where extensive experience will be further developed and utilized.

**PROFILE SUMMARY**

* **B.com commerce professional with 4 year experience** In –depth knowledge of the accounting principles,
* Aptitude to analyze data for better understanding and to find out discrepancies in calculation or posting the data in accounts book
* Proficient to focus on the minute details of the transaction and ascertain high level of accuracy in compiling financial data
* Accounting duties involved in preparing, maintaining, analyzing verifying and recording
* Reconciling complex, financial transactions, statements records, and reports maintains

**WORK EXPERIENCE**

* + **COMPANY :** ELITE PLUSE FIRE FIGHTING SAFETY EQUIPMENT INSTALLATION LLC
  + **DESIGNATION :** ACCOUNTANT
  + **INDUSTRY** : SUPPLY AND INSTALLATION OF FIRE PRODUCTION
  + **LOCATION :** BUSINESS BAY – DUBAI –UAE April -9-2017 to Present

* + **COMPANY :** HASSANI GROUP OF COMPANIES ( DIP DUBAI )
  + **DESIGNATION :** ACCOUNTANT ASSISTANT BANKING ( PAYABLE )
  + **INDUSTRY** :MANUFACTURING IMPORT & EXPORT (EX : SAFA MILKE POWER , CAN & BOX BABYFOOD ETC**.**
  + **LOCATION :** DUBAI INVERSTMENT PARK 1 ( DIP 1) APRIL-2014 –NOV -2015
  + **COMPANY** : ATTAR MOHAMED DAWOOD & COMPANY
  + **DESIGNATION** :ACCOUNTANT ASSISTANT
  + **INDUSTRY**  :MANUFACTURING PERFUMES, IMPORTS &EXPORTS
  + **LOCATION**  :CHENNAI –(MEPZ) TAMBARAM 2012 - 2013

**JOB RESPONSIBILITIES:**

* Handling supplier payment ,settlement amount & all bank statement of accounts
* Entering Bank (Outward remittance) (inward remittance transaction into ORION ERP software.
* Preparing (LC) letter of credit and settlement of interest calculation within due date.
* Entering Customers payment and settlement of Accounts.
* Preparing every month bank Reconciliation in Ms Excel
* Entering millions of Debit &Credit Fund transferring entries into systems
* Entering cash, Bank & outstanding in excel
* Collecting bank loan Attachment with supplier’ s details
* Took care of Telephone Enquiries
* Preparation OD interest calculation monthly statement in Ms Excel
* Submit daily Entries of TR ( loan trust receipt )
* Entering Acceptance ,handling charges , swift charges
* Entering LC opening charges , Amendment charges ,Legalization fee
* Entering Bank interest of the (TR)loan ,penal interest , TT charges , fund Transfer from Bank to Bank
* Checking & Verifying partly payments & all the settlement amount

**JOB RESPONSIBILITIES:**

* Handling Petty Cash
* Handling Accounts Receivables & Accounts Payables
* Maintain Ledger Accounts
* Proper Document’s filling work and answer about Enquiries
* Checking & Verifying of all Sales & Purchase bills with Tally ERP 9.0
* Entering all Vouchers (Receipts & Payments) in Tally ERP 9.0
* Entering of Sales and Purchase invoices in Tally ERP 9.0
* Preparation of Ledger Accounts
* Handled the Accounting Payable, Accounts Receivable
* Stock, Purchase, Sales, Cash, Bank & Posting Entries into Tally ERP 9.0
* Managing Cash, Bank & Out standings.
* Timely calling for collecting Debtors payments
* Preparation of Sales Report on monthly basis in Ms Excel
* Submit monthly reports regarding the expenses and cash book balances.
* Tamil Nadu Value Added Tax Return Filing
* Payment of Value Added Tax online
* Trail Balance

**QUALIFICATION**

B.Com in Scott Christian College, -2011 M.S University, Tirunellveli, India Tamil Nadu Board Examination -10th Pass out 2006

Tamil Nadu Board of Examination -12th pass out 2008

**IT SKILLS**

Operating System: Windows XP, Vista, 8 & 10 Packages: Microsoft Office, Tally ERP 9.0, Orion

**ADDITIONAL QUALIFICATION**

* Done 4 months Tally Accounting ERP 9.0 software
* Training VAT ( value added tax – sales tax) filling work
* Export & Import Inventory’s (stock’s) updating in Tally ERP 9.0 (I had 3 month Experience in **Renault Nissan Motors India Pvt Ltd** Chennai )

**PERSONAL DETAILS**

Date of Birth : 12-06-1989

Age : 27

Marital Status : Single

Nationality : Indian

Languages Known : English, Tamil & Malayalam Visa Status : Employment visa

**DECLARATION**

I hereby declare that the above mentioned information are true and correct to the best of knowledge and belief.

MEERAN