**Doulath**

**Doulath.245766@2freemail.com**

**Objective**

Looking for an Accounting and Finance position where I can utilize my professional background with reputed organisation.

**Education Qualification**

**(M.B.A) Masters of Business Administration (2002 – 2004)**

Institution: Vysya Institute of Management, Affiliated with Periyar University, India.

**(B.Com) Bachelor of Commerce (1998 – 2001)**

Institution: Jamal Mohamed College Affiliated with Bharathidasan University, India.

**Work Experience**

**Black Iris Trading LLC, Dubai, U.A.E (Feb 2014 to Dec 2014)-Temporary Job**

**Designation: Accountant General**

**Responsibilities**

* Handling Accounts Payable and Receivable.
* Collecting and verifying the Invoice, Purchase Order and Delivery Notes.
* Preparing the Petty Cash Report and Sales Report.
* Responding Supplier and client’s Calls.
* Monitoring the Aging statement and Banks Statement.
* Assisting to Chief Accountant for month closing works.

**KARVY STOCK BROKING Ltd, India (Dec 2010 to Jan 2014)**

**Designation: Relationship Manager**

**Responsibilities**

* Suggest the Customers for best investment in Mf, FD, Bonds, NLD and General Insurance Products.
* Maintain the customer’s data base.
* Handled different roles and responsibilities in work in various locations.
* Handled Relationship with Sub brokers and services for 5 locations.
* Appoint New Sub brokers and improve the business.
* Managing all kind of office administrative works

**Geojit Financial Service Pvt Ltd, India (Aug 2007 – Nov 2010)**

**Designation: Financial Consultant**

**Responsibilities**

* Advising to Customers for the best investment in Mutual funds and shares.
* Abbreviate the future benefits in Investment.
* Preparing monthly statement and customer database.
* Update the day to day market level to the Customers.
* Bidding for shares and follow up for allotment.
* Calculating the dividends for Investors.

**K.M.B CONSTRUCTION Pvt Ltd, India (June 2004 –July 2007)**

**Designation: Accounts Administrator**

**Responsibilities**

* Monitor the day to transactions of Cash and Bank book.
* Preparing the cheque and TT for Suppliers.
* Preparing the expenses report for construction related.
* Reconciliation of Banks, Supplier and related parties.
* Preparing the Debit Notes and Credit Notes.
* Assisting to Supervisor to prepare the various report.

**Software Skills**

Office Application : MS-Word, MS-Excel and MS-Outlook.

Accounting Software : SAP Course, Sage Accounting and Tally ERP 9.

**Personal Profile**

Date of Birth : 6th April 1981

Marital Status : Married

Languages Known: English, Hindi, Urdu and Tamil.