**Curriculum vitae**

**OBJECTIVE:**

I will seek a career which gives me an opportunity and freedom to apply, question and broaden my existing knowledge, a setting where I face challenges and deliver value to the organization, at the same time growing professionally & individually.

**SUMMARY OF QUALIFICATIONS:**

I have experienced in auditing procurement documents; maintaining and updating financial records; managing financial system reports and using advanced technology for accounting support. I have excellent tabulation skills. I have good organizational and leadership skills. I have the following competencies:

* Accounts payable
* Accounts receivable
* Bank reconciliation
* Financial statements
* Payroll support
* Financial planning
* Inventory management

**PROFESSIONAL EXPERIENCE:**

# Company : IN INDIA

**Designation: Accountant**

**Duration : Jan 2015 to December 2015**

**Roles and Responsibilities:**

* Handled Accounts payables, Processing Payment and Execute online transfer for international vendors.
* Posting the Journal Voucher entries and managed funds for daily expenses.
* Handled Accounts Receivables Customer Ledger Accounts, Preparation of Invoice and follow up for collection.
* Maintained Bank Accounts and Prepared Bank Reconciliation Statement to match the Bank book and Cash Book.
* Preparation of MIS Report which helps the management to take business decision.

**Educational Qualifications**:

* Successfully Completed Master of Business Administration (Finance & Marketing) in Sasi Creative School of Business, Anna University,

Coimbatore, Tamil Nadu, India. Duration 2 years 2012-2014.

* Successfully Completed Bachelor of Business Administration (General) in Prist School of Business, Prist University,

Thanjavur, Tamil Nadu, India. Duration 3 years 2009-2012.

**Technical skills:**

* MS office
* Data entry and Management
* Financial accounting and Tally Erp9
* Tora
* SPSS

**Personal Profile:-**

**Date of Birth : 31st May 1992**

**Nationality : Indian**

**Religious : Islam**

**Languages Known : English and Tamil**

**Marital status : Single**

**Gender : Male**

**First Name of Application CV No:** **1655550**

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