**CLEETUS**

**Cleetus.300636@2freemail.com**

 **DUBAI, UAE**

CAREER OBJECTIVE

Seeking a position in **Accounts & Finance** with a reputed organization where I can perform to the best of my abilities and my skills for the benefit of the organization.

**CAREER HISTORY:**

* **MBA** in Finance graduated with **1+ year professional** experience in field of **Accounts/Finance** in India.
* An adaptable, lateral thinker and quick learner who has extensive knowledge of accounts payable, receivable procedures and general accounting processes.
* **Account Assistant, in ACHARYA VIRTUAL SOLUTIONS PVT.LTD, INDIA FEBRUARY 2015 – JUNE 2016.**

**ROLES AND RESPONSIBILITIES:**

* Dealing with accounts payable and receivable.
* Report to Chief Accountant by preparing monthly financial performance statements.
* Handling telephone inquiries relating to accounts payable issues.
* Invoice processing for payment.
* Prepare the Sales Invoice
* Finalize Trial Balance with supporting schedules.
* Prepare Payroll and Management Information Reports.
* Reconciliation of bank statement.
* Manage the day to day financial transactions of the company.
* Monitoring and recording company expenses.
* Assisting in the finalization of accounts.
* Compiling management reports and assisting with audits.
* Manage the Invoice generation Operation & Credit Control.
* Entering Supplier Invoices into the accounting system.

**KEY SKILLS AND COMPETENCIES**

* Strong Microsoft Office skills; proficient in Excel, and Tally ERP.
* Computing, classifying, and recording numerical data to keep financial records.
* Ability to multitask and prioritize daily requirements.
* Excellent analytical, reconciliation and overall troubleshooting skills.

**ACADEMIC QUALIFICATION**

* **MBA** (HR & FINANCE) –DMI College of Engineering, Chennai in 2015
* **BBM** (MANAGEMENT) – Scott Christian College, Nagercoil in 2013

**CERTIFIED COURSE**

* Tally ERP
* Ms-Office-Excel

**PERSONAL DETAILS**

DOB : 10/07/1991

Nationality : Indian

Marital status : Single

Languages : English & Tamil

Visa Status : visiting visa

 **DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge**.**

 **Signature,**