Velautham

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**APPLICATION FOR THE POST OF ACCOUNTANT**

**CAREER OBJECTIVE**

**To commence a long time career with a well-established Organization in order to better my career prospect. I also assure my employer of timely deliverance and trustworthiness at all times. I would ensure the best of my service in all duties entrusted in me and support the growth of the Company.**

**EDUCATIONAL RECORDS**

* **GCE (O/L) Examination – Sri Lanka**
* **GCE (A/L) Examination – Sri Lanka**
* **Successfully Completed Academy -Accounting Package &Microsoft office & Introduction to Computer & Microsoft Windows & Microsoft Excel & Microsoft Word &Microsoft Power Point & Microsoft Access(of Computer Studies in International Business Systems – Sri Lanka)**

**PROFICIENCY FORTE**

* **2016 April to 2016 Oct worked as Spazio for Cont. & Services Accounts & Payroll.**
* **2012 Jan 07 to 2016 May 01 Urbacon & Al Khayyat Trading and Contacting company for post of Accounts & Payroll.**
* **2005 – 2011 Worked as an Admin Assistant in HSBC Middle East Limited, Dubai Clearing Department**
* **Handled all the jobs of an Office Assistant which includes data entry correction, Outwards and Inwards Clearing, Manual posting, Physical Reconciliation of Cheques etc. In addition, I have handled many administrative tasks such as Maintain and update Stationeries, Filing, Preparing letters & Account Section Experience in HSBC Middle East Limited Dubai**
* **HSBC Bank Middle East Limited, Dubai – ATM Department**
* **Job profile includes checking the technicality of house cheques and outward clearing cheques, sorting of ATM Retained Cards (Branch vise) etc Account Section in ATM Department & Account Balancing ATM Department in HSBC Middle East Limited Dubai**
* **2004 – 2005 Worked as an Office Assistant in National Bank of Dubai – UAE.**
* **2003 – 2004 Worked as Assistant Accountant in Fairmount Hotel, Dubai - UAE.**

**Job Profile**

* **Involves Various Accounting Activities For Previous Companies.**
* **Prepare the all Accounting statements such as Profit & Loss A/c, Balance sheet, income and expenditure A/c.**
* **Prepare the Bank Reconciliation**
* **Prepare and checks delivery reports**
* **Check the daily collection and prepare deposit slip.**
* **Summarize & Encodes Petty Cash liquidation**
* **Check invoice and other attachments before entering the Accounting system.**
* **Cash Flow Analysis**
* **Computation of Employee back pay/ seniority pay costing**
* **Prepare monthly sales book**
* **Compiling& sorting all field documents supporting & sustaining documents.**
* **Preparation of year ending schedule and Accounts for audit**
* **Daily transactions using Accounting software Tally.**
* **Petty cash handling.**

**COMMUNICATION SKILLS**

* **English, Arabic, Hindi, Tamil, Sinhala, Malayalam**

**PERSONAL INFORMATION**

* **Date of Birth : 23rd July 1982**
* **Sex : Male**
* **Nationality : Sri Lankan**
* **Visa Status : Visa Transferable (Sponsorship)**

**I declare that the forgoing particulars are true and accurate to the best of my knowledge and belief.**