Selvam

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CAREER OBJECTIVE

A position in operations/accounting/finance fields in the company where my skills, knowledge and experience can add value and benefit the organization.

CAREER SUMMARY

Experience of over 19 years in Accounts and Administration worked as Senior Accountant in DUBAI,QATAR,INDIA~ Performance with experience in  Accounts General, Accounts Payable, Accounts Receivable, Book keeping, Journal and Ledger Assignments, Balance Sheet, Bank Reconciliation ,Customs Imports & Exports, LC and Petty cash Management~ Payroll administration and HR compliant to UAE laws~ Experienced in Employee Time Management using automatic uploads from Bio policies in -Metric attendance machines to HR system~Payroll Administration ~ HR &Time Management ~ Accounts Management~Sales Co-ordination~Sound knowledge of Accounts management~Procurement-stock enquiry,quotation,purchase order for placing order and follow ups~ Handled over 8000 employees payroll processing, settlement processing and solving their day to day issues with nice way~ Expertise in using Tally.ERP 9, Microsoft AX-R2,PMS,Microsoft Office.

EDUCATION AND CREDENTIALS

March 1993 : M.Com ( Master of Commerce ) in Loyola College, Chennai-Tamilnadu-INDIA

March 1990 : B.Com Bachelor of Commerce , Chennai-TN-INDIA

Sept 1996 : Diploma in Application Software, Pentium Software Chennai-Tamilnadu-INDIA

COMPUTER SKILLS

Microsoft AX-R2 and PMS / Microsoft Office™ (Word™, Excel™ PowerPoint™)/ Windows™ (7™, Vista™, XP™)/Tally.ERP 9/ Pachtree Accounting Software / Adobe™/ Internet Navigation & E-mail

EMPLOYMENT EXPERIENCE

Feb 2016–Nov 2016 / Senior Accountant/M/S. Powerpoint Marketing Service Co Ltd., Chennai-INDIA

March 2014 – Aug 2015 / Senior Accountant / M/S. Al Arif Contracting Co. LLC -DUBAI - UAE

2008 to 2013/Senior Accountant / M/s. Greentop International Co.W.L.L ,Doha - QATAR

2007 to 2008/ Senior Accountant / M/s.Kalandoor Building Construction L.L.C -Dubai - U.A.E

1998 to 2007 / Manager Accounts / M/s. Krish Srikkanth Entertainment Limited,Chennai - INDIA

1996 to 1998 / Accounts Executive / M/s. Five Star Marketing Limited,Chennai – INDIA

JOB ACCOUNTABILITIES

Adept at reviewing accounting records and other financial reports to assess accuracy, completeness and conformance with company policies and applicable reporting standards / Handle complete books of accounts up to finalization including books transaction / cash and other related jobs / Maintaining status of accounts payables on time payments to creditors as well as of the accounts receivables by obtaining on time debtors payments / Monthly invoices preparation after reconciliation with related project managers or site in-charge and forwarding to Clients accounts department for arranging payment. If require arrange invoices for bills discounting with bank Responsible for financial support to company / for all the reconciliations and collections of due account receivable / payable on regular and monthly basis /  Handle the financial matters related to the company / Bank reconciliation / Sister company reconciliation / Follow up of Debtors, Creditors and reconciliation of their accounts / Maintain constant communication with internal departments and keeping track on various correspondences and office communications to ensure smooth office operations / Review invoices for appropriate documentation / Involve in posting to ledgers, control of petty cash, reporting to trial balance, general ledger, supplier and bank reconciliation and other financial related tasks / Monitor physical count of company asset / Preparing monthly MIS report to senior management to enable to make better plans and organize business operations / Knowledge of LC / TR / Bank Guarantee / Actively take part in carrying out group policies and procedures, help in continually reviewing and setting up improvements to current procedures / Responsible for recording all transactions within the office, accounts payable, accounts receivable, banking and payroll preparation & WPS report generation / Preparing Payroll timely and accurate processing of monthly payroll using payroll ERP software / Compiles payroll data, ensures accuracy and reconciliation of errors to maintain payroll records / Accurately keeps records and monitor all variables affecting the net salary in terms of any eligible additions or deductions / Preparing monthly payroll WPS report and process salaries and transfer employee salary account / Prepares wire transfers to the bank for direct deposit and manual paychecks / Computes and prepares Leave Salary, End or Service, Cancellation settlement etc., / Maintains accurate records of accrued vacations and accrued air fare / Constantly Liaises with HR on payroll issues / Maintain current knowledge of rules, regulations, and procedures governing payroll and ensure compliance with country rules and regulations / Balances the payroll accounts by resolving payroll discrepancies / Provides payroll information by answering questions and requests / Maintains payroll guidelines by writing and updating policies and procedures / Email Applications & Research

LANGUAGES KNOWN

English, Hindi, Malayalam, Tamil, Telugu, Kanada