

Palaniappan

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#### **Executive Summary**

To be associated with any reputed and professionally managed multi national organization, that will provide an opportunity to:

* Apply my knowledge, management, accounting skills and past work experience
* Impart, share and learn new techniques for the growth of organization, dept and the self
* More than 16 Years of experience in the field of accounts
* Knowledge of ERP – Wang Speed II, Integra & Oracle 10g
* Proficient in Tally 7.2, Promise (Payroll) and advanced skills in MS-Office

# Experience Summary

Position : Accountant

Company Profile : Sri Ganesh Engineering Services, Pudukkottai, India

 Apr 2013 to till Oct’2016

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* Invoicing and Monitoring Receivables
* Preparation of Costing, Payroll, Work In Progress
* Stock control, Monitoring Suppliers Payments and Reconciliation
* Handling Cash, Bank Accounts and preparation of Bank Reconciliation
* Preparation of MIS Reports
* Assisting in preparation of Financial statements
* Assist with external auditors for timely completion of audit

Position : Accountant (General/Payables)

Company Profile : Al Laith Scaffolding LLC (MNC), Dubai, U.A.E

 Jan 2010 to till Feb’2013

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* Controlling and Monitoring of all Purchases and Payments
* Handling Bank Accounts and preparation of Bank Reconciliation
* Preparation of MIS Reports
* Assist in preparing Financial statements
* Assist with internal and external auditors for timely completion of audit

Position : Accountant

Company Profile : Al Katheery Trading & Cont. Est. Salalah, Sultanate of Oman Sep’2007 to Dec’2008

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* Cash Forecasting, Debtors Analysis and Monitoring
* Controlling and Monitoring of Purchases and Store
* Preparation of Project Income & Expenses
* Processing of Site Expenses Bills, Admin Expenses Bills and Other Expenses Bills
* Handling of Bank Accounts and preparation of BRS
* Preparation of Payroll and Variance analysis
* Preparation of Financial statements – TB, P&L and BS

Position : Accountant

Company Profile : Khalid Bin Ahmed & Sons LLC, Muscat, Sultanate of Oman

 Oct’2003 to July ’2005

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* Cash Forecasting, Debtors Analysis and Monitoring
* Preparation of Project Income & Expenses
* Processing of Site Expenses Bills, Admin Expenses Bills and Other Expenses Bills
* Handling of Bank Accounts and preparation of BRS
* Preparation of Payroll and Variance analysis
* Preparation of Financial statements – TB, P&L and BS

Position : Accounts Clerk

Company Profile : Bin Dhaher Trading Enterprises (Automobile Dealer), Dubai

 UAE, from Aug’ 1997 to Sept’ 2002

* Booking & Maintaining of Cash file, Bank file, Invoices, Vouchers, Ledgers
* Monitoring of Debtors & Suppliers related receivables, payments, reconciliation &

Processing of Debit & Credit Notes

* Handling of Bank accounts and BRS.
* Preparation of Monthly Reports – Purchase, Sales, Expenditure, Budgetary Comparison Reports, Manpower Analysis Reports etc
* Preparation of Monthly Financial Statements – TB, P&L and BS

Position : Audit and Accounts Assistant

Company Profile : M/s. Ramachandran & Associates, Chartered Accountant Firm

 Trichirappalli, India from May’1995 to Nov’1996

* Audit of Cash, Bank, Purchase, Sales Vouchers
* Preparation of Annual Financial Statements, T/B, P&L A/c and Balance sheet
* Internal audit & Bank audit

# Education & Training

# Bachelor of Commerce from Bharathidasan University, Tiruchirappalli, India (*1992 – 1995)*

Diploma in Information and Systems Management – C-SQUARE COMPUTER EDUCATION

* Operating Systems DOS, LAN and Windows Environment
* Packages WordStar, Lotus, Ms-Office (Word, Excel, PowerPoint) & FoxPro

Certification in Oracle 10g - Apollo Computer Education

Typewriting English Junior Grade

# Personal Profile

Date of Birth : 16.05.1973

Marital Status : Married

Languages Known : English, Hindi, Tamil & Malayalam

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