**Raman**

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**OBJECTIVE:**

To gain valuable experience and sharpness my skills of handling, the challenging job in accounting matter through consistent quality performance.

**CAREER PROFILE:**

* Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Be proactive in pursuing opportunities to grow existing accounts.
* Perform accounting and clerical tasks related to the efficient maintenance and processing of accounts payable & receivable transactions.

**PRESENT STATUS**

**Accounts payable Analyst** in DA-DESK FZ LLC and Marcura Group of Company inDubai Outsource Zone Dubai UAE reporting to Group Finance Manager- **Since July 2008**

**COMPANY PROFILE**

DA-Desk is the largest independent provider of port cost management services (Outsource) to the shipping industry. Focused in port disbursement control, DA-Desk offers effective process management, early error detection and a near paperless workflow

Responsibilities and Duties

* Performed accounts payable functions for Port payable expenses.
* Managed vendor accounts, generating weekly report.
* Reconciliation of payments and receipts.
* Prepare and process accounts payable checks, wire transfers.
* Follow up, collection and allocation of payments.
* Maintain accounts receivable customer files.
* General accounts Reconciliation
* Prepaid Expenses calculation
* Reconciliation of all Loans. (Payroll advances)
* Generating daily and monthly basis accounts payable and receivable report.
* Knowledge of online banking payments.
* Reconciliation of accounts and ORACLE ERP postings.

**Previous Experience**

Worked with M/s Lynx Designers & Creators Pvt Ltd - (Manufacturer of Price Tags) - Delhi as an Accounts Executive reporting to General Manager Accounts - **January 2006 to June 2008**

* Handling Cash & Bank Transactions
* Preparing paymentfor Creditors bills Payments
* Reconciliation Debtors Control, Preparation of Outstanding statements of Clients.
* Handling Bank Transactions & Reconciliation
* Preparation of Excise Bills & Excise Register Part I II & Part “C
* Preparation for Monthly Excise Return ER-1
* Preparing Monthly TDS Payment for Contractors
* Preparing Trial Balance
* Checking / Passing of purchase bill and issue Debit / Credit Note.

Worked with M/s COMPUTER GRAPHICS LIMITED, Chennai (KONICA MINOLTA-JAPAN) Photo Film Conversion Factory Chennai as an Accounts Executive from**October 1995 to December 2005**

Accounts & Taxation

* Maintained Excise Registers, Billing & Despatches
* Maintaining of Books of Account like Cash Book, Bank Books, Sales Ledger, Purchase Ledger, Journal Ledger
* Preparation of Bank reconciliation statement, Debtors / Creditors Ledger reconciliation.
* Checking / Passing of all Cash vouchers / Bank vouchers.

**ACADEMIC QUALIFICATION:**

* B. Com Graduate from Madurai Kamaraj University India
* Diploma in Export Import

**TECHNICAL SKILLS:**

* Proficient in MS Windows & MS Office Package, Tally, SAGE and Oracle Financial Accounting (ERP) Packages.
* Languages Known: English, Hindi& Tamil

**PERSONAL INFORMATION**

Date of birth : 22.04.1972

License : UAE DrivingLicense

Nationality : Indian

Visa : Dubai Free Zone Visa