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Dubai, UAE

Core Curriculum Vitae

#**9**. Company :  **Bay Container Terminal Pvt Ltd**

Period : Feb -2016 To Jan 2017

Designation : Asst Manager – Accounts

Job Descriptions :

Monitoring of all branches books of accounts related of updating day to day Job of cash book , bank book, Petty cash book, collection follow ups, fund planning, outstanding report, vendor payments , Bills Receivable, Bills Payable Bank Reconciliation statement, Pay Roll maintenance PF, ESI, TDS, Service tax , Vsl Tax & Return, MIS Reports, overseas remittance outward & inward, inter branch& overseas reconciliation, Trail balance & ledger scrutiny, Profit & Loss monthly, cash flow, & funds flow and co ordination with Auditors for Internal & Statutory Audits for Finalization of Accounts

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**#8**.Company : **Krupaca & Co (Auditor Office)**

Period : Feb 15 – Jan -16

Designation : Asst Manager

Job Descriptions :

Conduct comprehensive financial audits, federal and state compliance audit, and agreed upon procedures.

Perform analytical procedures / analyses to detect unusual financial statement relationships.

Perform internal control and substantive testing’s

Identify and communicate accounting and auditing matters to the seniors

Propose adjusting journal entries and discuss audit finding with clients

Prepare (Provided by Client) lists and confirmation requests

Document audit procedures and cross reference work papers

Create management representation letter comments and recommendations and draft audit reports for management review

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**# 7**.Company :  **Bharatmas Construction Pvt Ltd**

Period : Oct 13 - Jan -2015

Designation : Senior Accountant - Accounts & Admin

Job Descriptions :

Reconciling job cost details to the general ledger, closed out old jobs, set up new jobs with the predevelopment cost.

Assisted the independent auditors with construction cost certification, Maintained construction files for all paid invoices, lien waivers and drew application for all projects.

Reviewed construction costs (and cost codes ) with construction administrator and project manger for payment request.

Prepared cost and budget reports to ensure better management of the project, Reviewed all approved constructions invoices and oversee payment,

Prepared and ensure d to gather related information for the cost certifications, including invoices, lien waivers, insurance certificates and project schedules.

Evaluated and inventoried real property and equipment recording information’s

Generating reports concerning months, quarter and year end closing processes Ensured to update and maintain general ledger

Constructed loan schedules and draws

Administered partnership accounting for allocations, distributions and reports

**#6**.Company : **Blue Ocean ShippingPvt Ltd**

Period : Oct 13 - Jan -2015

Designation : Manager - Accounts & Admin

Job Description :

Handling & Overseeing overall accounting of day to day, weekly

and monthly activities and ensuring compliance with statutory requirements.

Handling & Overseeing overall accounting of day to day, weekly and monthly activities and ensuring compliance with statutory requirements.

Banking & Reconciliations.

Maintain Budgets..

Liaison with Government Departments and ensure compliance IT,PT, TDS, ST, ESI EPF etc.

Handle Return filing of TDS, Service Tax quarterly and Half yearly

Prepare/Generate Certificates: Form 16A, etc.

Oversee and reconcile petty cash across branches.

Follow up with vendor for Payments

Preparation of MIS reports.

Respond to enquiries from General Manager and firm wide managers.

Supervising work of subordinate

Other requirements and assignments.

Preparing Profit & loss A/c monthly

Maintaining of weekly Outstanding Report

Remitting the overseas payment and Administration work

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**#5.**Company : **Ahlers Logistics India Pvt Ltd M N C**

Period : February 2011 - September 2013

Designation : Assistant Manager - Accounts

Job Descriptions :

Monitoring of all branches accounts related of updating day to day Job of cash book , bank book, Petty cash book, collection follow ups, fund planning, outstanding report, vendor payments , collection details, Bank Reconciliation statement, Pay Roll maintenance PF, ESI, TDS, Service tax , Vsl Tax & Return, MIS Reports, overseas remittance outward & inward, inter branch& overseas reconciliation, Trail balance & ledger scrutiny, Profit & Loss monthly, cash flow, & funds flow and co ordination with Auditors for Internal & Statutory Audits for Finalization of Accounts

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**#4.**Company : **Parekh Marine Agencies Pvt Ltd**

Period : Oct 2005 - January 2011

Designation : Senior Executive – Accounts

**Company Profile**

Parekh Group has 19 Offices in India, Job Descriptions include Freight Forwarding, Liner Agency, Port Operations Ship Owning, CFS, Break Bulk Ship Management, NVOCC and Resorts.

Liner Agencies under the group handles the following principals – Hamburg Sud, Delmas, STx PanOcean, Sinokor and 2 NVOCCs –LMT and CeekayShipping Web:www.parekhgroup.in

**Job Descriptions**

* Voyage/Parties/Ports/Inter Branch/Banks Reconciliation
* Preparation of Budget / Advance Tax / MIS reports.
* Preparation of Principal Report for Fortnight and monthly basis.
* Coordination with Auditors during Internal and Statutory Audits
* Maintaining Freight Forwarding Transactions.
* Reporting to Manager Accounts

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**#3.** Company : **Margadarsi Chits Private Limited**

Period : June2000 - September 2005

Designation : Accountant

Job Descriptions :

* Writing of Cash book , Bank book, Petty cash book, Ledger preparing Trail balance scrutiny
* Bank Reconciliation statement, Pay Roll maintenance PF ESI & TDS
* Coordination with Auditors for Internal & Statutory Audits for Finalization of Accounts.
* Reporting to Accounts Manager - Hyderabad

**#2**.Company : **Sanco Trans Ltd (Container Freight Station)**

Period : June 1996 – 2000june

Designation : Accounts Executive

**Job Descriptions** :

* Maintenance of Debtors/Creditors reconciliation on periodical basis
* Handling Cash /Bank transactions, Preparation of B.R.S.
* Maintenance of all account Books
* Coordination with Auditors for finalization.
* Reporting to Accounts Manager

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**#1**.Company : **Vijaya Chemicals Pvt Ltd**

Period : May 1994 - 1996

Designation : Accounts Assistant

**Job Descriptions** :

* Maintenance of Debtors and Creditors
* All voucher entries like Cash/ Bank -Payment, Receipts & Journals
* Bank reconciliations.
* Inter Office / Branch Reconciliations
* Reporting to Finance Controller.

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**Personal Profile**

**Father Name : R.Chakrapani**

**Date of Birth : 12/06/1970**

**Sex : Male**

**Nationality : Indian**

**Religion : Hindu**

**Marital Status : Married**

**Language Known : English ,Tamil, Telugu and Hindi**

**Passport No :**

**Visa Status : Visit Visa**

**Educational Qualifications**

# Academic

* **B.COM**
* **P G D C A**

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* **I C W A (Pursing of Cost Accounting)**

# Technical

* **Conversant in financial and related packages Like Tally ERP 9, MS Word, MS Excel, Syscon, Focus, E bms. E-freight and Lynx**

Place: Chennai

Date: **(C.MOHAN)**

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