# j.jpgJAYASEELAN

# H: C/o 0504973598

# [jayaseelan.358348@2freemail.com](mailto:jayaseelan.358348@2freemail.com)

**CAREER OBJECTIVE**

Seeking a position in **Accounts & Finance** with a reputed organization where I can perform to the best of my abilities and my skills for the benefit of the organization.

# PROFESSIONAL SUMMERY

* **BCOM commerce** graduated with 2 year of professional experience in field of Accounts and Finance in chennai
* Working Platform – Oracle ERP and Tally ERP.
* An adaptable, lateral thinker and quick learner who has extensive knowledge of accounts payable, receivable procedures and general accounting processes.
* Specialist in handling the accounts of trading companies.
* Excellent communication, convincing, negotiation & interpersonal skills.
* Strong analytical, accounting and administrative skills.

# CAREER HISTORY

* **Accountant assistant at consolidated construction consortium ltd, chennai**, July 2012 – june 2014
* **Casier at BIG BAZAAR FUTURE GROUP Ltd.,Chennai** sep 2014-feb 2017

# JOB PROFILE AS ACCOUNTANT ASSISTANT:

* Dealing with accounts payable and receivable.
* Report to Chief Accountant by preparing monthly financial performance statements.
* Handling telephone inquiries relating to accounts payable issues.
* Urgent / Same Day payment handled efficiently
* Reconciliation of bank statements.
* Monitored and recorded company expenses.
* Prepare regular reports and summaries of accounting activities.
* Improving process to resolving queries related issues.
* Assisting in the finalization of accounts.
* Entering vendor invoices into the accounting system.
* Compiling management reports and assisting with audits.
* Prepare Projected & Actual Cash Flow Statements.

**JOB PROFILE AS CASHIER AT BIG BAZAAR (FUTURE GROUP). Chennai**

Worked as a CASHIER and team member of customer service department in BIG BAZAAR at Chennai since august 2014- February 2016.

* Expert counting and mathematical skills
* Experience in accepting cash from the customers and returning them change andreceipts
* Proficient listening and communicating skills
* Familiarity in handling returns and exchange of goods
* Knowledge about several cash transactions
* Maintaining total income and expenditure of goods in Ms-excel.
* Preparing credit notes for customer who having mismatching bills.
* Giving refund and credit notes to the customer’s for unclear bills and transactions
* Maintaining payback points for every customers bill and give a payback card to them.

# KEY SKILLS AND COMPETENCIES

* Strong Microsoft Office skills; proficient in Excel, and Tally ERP 9.
* Effective dealing with cash flow forecasting and P & L’s.
* Computing, classifying, and recording numerical data to keep financial records.
* Ability to multitask and prioritize daily requirements.
* Excellent analytical, reconciliation and overall troubleshooting skills.
* Knowledge in PC programs and accounting software.

# Roles and Responsibilities:

* Analyzed the Process of Exporting.
* To analysis the data and reduce the costs expended by an organization.

# ACADEMIC QUALIFICATION

* **B.COM at SASTRA UNIVERSITY KUMBAKONAM in**  2012

**TECHNICAL SKILLS**

* Experienced working on Tally ERP-9
* Well versed with MS-Office(Ms word, Ms Excel, Ms power point)
* Well known about Adobe Photoshop
* Ability To Provide Excellent Customer Service

# PERSONAL DETAILS

DOB : 08/05/1991

Nationality : Indian

Marital status : Single

Languages : English & Tamil

Date:

Place: ( Jayaseelan )