[**Kafoor.361442@2freemail.com**](mailto:Kafoor.361442@2freemail.com)

To seek a challenging position in a flat organization for effectively utilizes my abilities, contributing to the firm objective and offering scope for dynamism & professional coupled growth,

**STRENGTHS & SKILLS**

* Proficient in grasping new technical concepts and utilizing them in an effective manner.
* Communicate ideas in a simple and clear fashion.
* Exploit my knowledge, skills and sense of dedication towards my duties with the aim of achieving

the progress of organization.

* Learn new things and enhance my skills and knowledge.
* Managing petty cash book of accounts.
* A self-motivated team player with strong communication, relationship management and problem

solving skills.

**EDUCATION QUALIFICATION**

* **Post Graduate (M.B.A (**Banking & Finance**))**in Alagappa University ,Karaikudi.
* **Under Graduate Course (B.Com**) in Tagore Arts & Science College, Pondicherry University.
* **Higher Secondary School Education ( State Board)** In Calve college Govt. Hr. Sec. School, Puducherry.
* **High School Education ( State Board)** in New Modern Vidhya Mandir, Puducherry (Private).

**COMPUTER PROFICIENCY**

* Operating system : WINDOWS 95/98, WINDOWS 2000 / XP.
* Packages : MS- OFFICE 2003/2008.
* Accounting Language : TALLY ERP 9.0 , SAP –FI Module

**TECHNICAL SKILLS**

* HARD WARE : Diploma in Networking
* SOFTWARE : PGDCA

**WORK EXPOSURE**

1. **Worked in Accounting &Tax Consultant Office for the Past 3yrs (2008-11)**

* Designation : **Accountant**
* **ROLES & RESPONSIBILITIES**
* Preparations of Purchases, Sales, Receipts, Expense etc.. Voucher entry in tally package 9.ERP
* Preparations of Daily Expenses, Bank Entries , Sales invoices.etc..,
* Prepare & Reconciliation of Bank Statements in Tally
* Preparations of Payrolls etc.
* Knowledge in VAT (Value Added Tax) TDS procedures, CST details Etc.,
* Accounts like.. Hospital, Schools, Export & Import companies.., Cements Shops, Individual accounts, Air Ticketing Travels Accounts..in Tally software ERP 9.0
* Knowledge In Hotel Accounts ( Receivables & Payables)
* Individually doing Sales Taxes, Monthly return filling on Online..etc

**2. Worked as Accounts Assistant (for Finance Manager) Phocos India Solar Pvt Ltd., Kottakuppam** near Pondicherry., from April 2011 to July 2012.

* Designation : **Accounts Assistant**
* **ROLES & RESPONSIBILITIES**
* Preparations of Sales invoices, Purchase Enteries in Tally
* Preparations of Payrolls etc.
* Preparations of Manually Maintaining Daily Expenses vouchers
* Monthly Checking Debtors And Creditors Balance report to Management
* Maintaining the C-form from Customers and Suppliers, Quarterly issuing and Receiving the C-form
* Monthly Filling VAT Return (TN VAT)
* Maintaining the TDS Procedures Collected & Paid In Tally Package

**Bank Reconciliation:**

* Monthly bank reconciliation;
* Identification and subsequent posting of unmatched entries.

**Other Reconciliation:**

* Reconciliation of statement of account with suppliers and/or customers

**Audit Support:**

* Compilation of various details as required during audit

**Communication:**

* With internal employees, suppliers, vendors, government authorities etc.

1. **Working as “Executive –Finance” PHA INDIA PVT LTD Sriperumbudur, Chennai**

**Automobile manufacturing Industry**

From August2012 to April2015.

* **ROLES & RESPONSIBILITIES**

\*Accounts Receivable process – Collection from customers.

\*Debts customer follow up against due invoices.

\*Preparing Ageing Analysis –Reporting to Finance Manager

\* Monthly preparing Debtors Ageing report to HQ

\*Reconciliations with Customer monthly, quarterly, yearly basis.

\*Follow up collections with co-ordinating with Sales Team.

\* Preparing Ageing Report Analysis –by every month.

\* Reconciliations with Supplier monthly, quarterly, yearly basis

\* Weekly Meeting follow ups with Sales Team.

**General Ledger**: Transaction Processing, All expenses posting.

JV entry posting ,Clear open items, both manually & Automatically

Reconciliation of documents with monthly debits & credits.

**Support:**

* To sales division for raising invoices
* To sales division for customer reconciliation
* To Interact with purchase team, against Invoices clearings.

**Key Competencies:**

* Attention to detail
* Accountability
* Customer Orientation
* Technical/Professional Knowledge
* Flexibility
* Essence & Value

4. Currently working in LUCAS TVS LTD- Accounts officer

From May 15 to till..

Role : Accounts Receivable.

**PASITIVE TRAITS**

* Dynamic, Sincere and Hard work.
* Cope with the Group members

**EXTRA CURRICULAR ACTIVITIES**

* NSS Candidates in School Level.

**PERSONAL VITAE**

Name : **KAFOOR**

Date of Birth : 09th June 1984

Sex : Male

Religion : Muslim

Nationality : Indian

Languages Known : Tamil & English

Passport status : Active.

**DECLARATION**

I hereby declare that all the information given above is correct to the best of my knowledge.

Date:

Place: