**RESUME**

**AROCKIA**

**Arockia.362987@2freemail.com**

**CAREER OBJECTIVE:**

To work with a reputed organization which provides challenging environment, encourages continuous learning, creativity & exposure to new ideas and cultures which stimulates personal as well as professional growth.

**MY STRENGTH:**

* Analytical reasoning
* Financial statement analysis
* Strength in regulatory reporting
* Complex problem solving
* Proficient in Microsoft Office
* Tally ERP9, Focus I & Peach Tree
* Results-oriented
* Self-directed
* Customer service-oriented
* Flexible

**ACHIEVEMENTS:**

Formally recognized for excellence achieved in financial analysis, budgeting and forecasting.

Introduced yield basis pricing system in the company and its helped to achieve competitive price in the market.

Introduced GPS tracking System in the logistics department.

Reduced the operational cost of the department by 50% with the help of GPS Tracking System.

Team Leader of the FOCUS I ERP software implementation team

Member of the Food Safety Team for FSSC 22000

Member of the Internal Audit Team under FSSC 22000

Trained First Aid Provider

**EXPERIENCE:**

**ACCOUNTANT (June, 2016 till date)**

**LINK INSTRUMENTATION & CONTROL SERVICES,** a company that specializes in Marine Automation and Turbocharger repairs. It is owned and managed by M/s. Albwardy Investments which is the well-known business entity from Dubai, United Arab Emirates.

**My Job Responsibilities are:**

* Finalization of Accounts up to Profit & Loss account, Balance Sheet, Cash Flow Statement and Monthly MIS Reports
* Monitoring of Accounts Receivables and Payables and implementing corrective measures to control to the allowed level.
* Supervision of inventory control, stock verification and reconciliation
* WPS payroll system with CBD Bank
* Management of Fixed Assets, Numbering, Maintaining of Stock, Annual Stock Taking etc
* Liasoning with banks and Financial Institutions

**ACCOUNTS MANAGER & LOGISTIC INCHARGE (Feb 2013 to Apr 2016)**

**FIT FRESH L.L.C., DUBAI,** a company that specializes in Fresh and Sanitized Salads, Cut Fruits, Cut Vegetables and Fresh Juices. It is a BRC and FSSC 2200 certified company and owned and managed by M/s. Albwardy Investments which is the well-known business entity from Dubai, United Arab Emirates.

**My Job Responsibilities are:**

**As Accounts Manager (Feb 2013 to Apr 2016)**:

* Finalization of Accounts up to Profit & Loss account, Balance Sheet, Cash Flow Statement and Monthly MIS reports
* Products Costing analysis of Fit Fresh’s Products
* Monitoring of Accounts Receivables and implementing corrective measures to control to the allowed level
* Monitoring and processing of Accounts Payables.
* Supervision of inventory control, stock verification and reconciliation
* WPS payroll system with ENBD Bank
* Management of Fixed Assets, Numbering, Maintaining of Stock, Annual Stock Taking etc
* Liasoning with banks and Financial Institutions
* Collaborated extensively with auditors during preliminary and year-end audit processes

**As Logistics Incharge (Oct 2013 to Apr 2016)**:

* Assure better service and on time delivery to the customer
* Schedule maintenance of all company vehicles
* Give trainings for the drivers and delivery personnel for better utilization of time and assets.
* Implement HACCP and FSSC 22000 requirement in the logistics department
* Prepare duty and delivery schedule
* Co-ordinate with the customer for delivery
* Purchase of vehicles​

**A JOHN MORIS & CO., Chennai, India**

**Senior Audit Executive Jan 2012 – Jan 2013**

**Audit Executive Jan 2010 – Dec 2011**

**Article Assistant from Jun 2007 – Dec 2010**

* Handling statutory and internal audits of various entities engaged in diverse industries
* Worked as audit in-charge throughout all the phases of audit process including planning and resource monitoring, ensuring the completeness, accuracy and objectivity of audit assignments.
* Preparation of Audit Report taking into consideration Legal Provisions, Accounting and Auditing Standards, Guidance Notes, CARO etc.
* Preparation and review of various reconciliation statements e.g. Bank, Cash & Stock.
* Accounting & Book keeping and maintenance of bills and records for clients and preparing the books of accounts till Finalization.
* Consolidation and Preparation of Financial Statements including notes to accounts & Cash Flow Statement with compliance of Accounting Standards and Revised Schedule VI, Auditor’s Report including compliance of CARO.
* Review Internal Controls and taken steps to minimize the chances of errors and fraud.
* Formulating annual budgets and conducting variance analysis to determine difference between projected & actual results and implementing corrective actions.
* Preparation of Income Tax Returns, Tax Audit Reports, Wealth Tax Returns, TDS Returns, Service tax Returns & Excise Returns of Trusts, Corporate entities, Individuals, Proprietary and Partnership Firms.

**PROFESSIONAL QUALIFICATION:**

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| --- | --- | --- | --- | --- |
| **No.** | **Examination** | **Nature of the Institute** | **Year of****Passing** | **Percentage** |
| 1. | CA (CPT) (Completed Articleship) | The Institute of Chartered Accountants of India (ICAI) | 2007 | 63% |
| 2. | Higher Secondary | St. Ignatius Higher Secondary School, Kurumpanai. | 2005 | 77% |

**DECLARATION**

I hereby declare that all the above mentioned information’s are true to the best of my knowledge.