CURRICULAM VITAE

GANESHKUMAR.363494@2freemail.com 

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EDUCATIONAL QUALIFICATION:

M.A. Economics (Master of Arts) from Madras University , Chennai, Tamil Nadu, India

B.A. Economics (Bachelor of Arts) from Madras University , Chennai, Tamil Nadu, India

TECHNICAL QUALIFICATION:

Computer - MS Office Tools & Internet

Computer - Good work experience in Tally

Good typing speed with Higher Grade in English

WORK EXPERIENCE:

Current Experience in Abroad :

Secretary cum Office in Charge SENDYANA TREE PIPELINE & CONTRACTING CO. LLC.

(From February 6, 2010 to till date) Abu Dhabi, UAE

 (A Steel Construction Contracting Company)

* Preparing the LPO for Purchase of materials for our stores section
* Preparing quotations for our Sub-Contract works with our Clients and other site projects
* Making monthly Commercial Invoices based on our Daily Inspection and Hand Over Report signed and approved by the site Engineer
* Keeping track record and issuing time sheets for our Man Power Suppliers
* Arranging accommodation, transportation and Salaries for our Labors
* Liasoning with Bank for our all Banking transactions
* Debtors Control and follow up
* Reporting to the Managing Director

Previous Experience in Abroad :

Time Keeper cum Store Keeper Asst. AL DHAFRA PIPELINE & CONTRACTING CO. WLL,

(From November 14, 2007 to March 31, 2009) Palm Deira Island Project, Dubai, UAE

 (A Soil improvement Division Company)

* Checking all the Labors daily making site visit and preparing all the Time Sheets for them
* Preparing the Daily Site Report and Man Power Report with Excel
* Preparing the LPO for Purchase of materials in the stores section
* Checking out the daily stock and updating the daily track record
* Issuing of Delivery Notes for outgoing materials
* Reporting to the Plant Manager

Accountant AL KHALEEJ & AL HIND CONTRACTING CO. LLC.

(from March 23, 2006 to November 13, 2007) Sharjah, UAE

 ( A Man Power supply company )

* Making Salary ID Cards for the entire Labors (other Company Laborers also)
* Preparing and Issuing their Monthly Man Hours comparing with our site Time Sheets
* Disbursement of Salaries with verifying their IDs (using Pay Plus Software)
* Reporting to the Admin Manager

Previous Experience in India :

Accountant Hydro mass Technology

(from November 2003 to March 2006) (Traders for Hydraulic & Pneumatic Equipments)

* Preparing Cash Vouchers
* Making Delivery Challans & Preparing Commercial Invoices
* Maintaining of Accounts Book in Tally 6.3 version
* Preparing and Filing of Sales-Tax Return and completing assessment with Sales Tax Department
* Preparing and Submitting of Central Excise Dealer Return with Central Excise Office
* Liasoning with Bank for OCC Account and for all other banking transactions
* Debtors Control and follow up
* Reporting to the Managing Partner

Accountant ARV Engineering Industries Private Ltd.

(from January 2001 to October 2003) (Manufacturers & Suppliers of Kitchen Equipments)

* Preparing Cash Vouchers
* Making Delivery Challans & Preparing Commercial Invoices
* Maintaining of Accounts Book in Tally 6.3 Version
* Preparing and Filing of Sales-Tax Return and completing assessment with Sales Tax Department
* Preparing and Submitting of Central Excise Dealer Return with Central Excise Office
* Liasoning with Bank for Opening of Inland and Foreign LC, Bank Guarantees, Discounting of Supply Bills, Cheques and others
* Debtors Control and follow up
* Reporting to the Finance Manager

Office cum Accounts Assistant Applied Data Systems Limited

(from April 1992 to December 2000) (Manufacturers of COB Modules & IVRS Products)

* Preparing Cash Vouchers
* Making Delivery Challans & Preparing Commercial Invoices
* Maintaining of Accounts Book in Tally 4.5 version and 5.4 version
* Preparing and Filing of Sales-Tax Return and completing assessment with Sales Tax Dept.
* Preparing and Submitting of Central Excise Dealer Return with Central Excise Office
* Liasoning with Bank for Opening of Inland LC and Foreign LC, Bank Guarantees, Discounting of Supply Bills, Cheques and others
* Debtors Control and follow up
* Reporting to the Accounts Manager

Office Assistant Hard-Soft Micros Private Ltd.

(from July 1990 to March 1992) (Online Energy Management Systems/EEM)

* Maintaining of Accounts Books such as Ledger (General, Customer and Supplier Ledger), Bank Book, Cash Book, Petty Cash Book
* Preparing of Accounts Statement and making vouchers (such as Receipt and Payment voucher)
* Preparing of Commercial Invoices
* Liasoning with Bank and others
* Debtors Control and follow up
* Reporting to the Accounts Manager

Typist Clerk NSR Balu & Co.

(from June 1985 to June 1990) (a firm of Chartered Accountants )

* Preparing and Typing of Profit &Loss Account and Balance Sheet Statements of the Clients
* Income Tax Return filling up and Filing with Income Tax Department
* Other Liasoning works such as Bank, Client Office visits, etc.
* Reporting to the Auditor

PERSONAL DETAILS:

Date of Birth : 12.02.1967

Sex : Male

Marital Status : Married

Nationality : Indian

Religion : Hindu