

**KRISHNAN**

[**KRISHNAN**.364017@2freemail.com](mailto:KRISHNAN.364017@2freemail.com)

**Career Objective:**

To make meaningful contribution to the growth and development of the organization and in the

process of enhance my skills and knowledge.

**Qualification : Bachelor of Arts**

**Summary of Experience: 22 years**

**Sl. No Designation & Company Job Description**

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| 1 | Accountant Cum  Data Entry Operator  (JAN 2010 – JUN 2016)  Bhatia Brothers Group Leading Retail  Organización in  UAE & India | Daily Accounts System Journal Entries Posting  Handling Petty Cash, Issuing Cheques to the  Creditors, Bank Reconciliation , Monthly  Trial Balance Reconciliation, MIS Reports  Balance Sheet Reconciliation, Salary Reconciliation (wps)  General Ledger Entry Including Accruals & Prepayments |
| 2 | Imports Assistant  (Oct 2004- Oct 2007)  Landmark Group,  Dubai – UAE  Leading Retail Organization in the Middle East, India & China | Preparation of documents – Supplier Invoice& Packing List  Making stock movement, sales entries in ERP system.  Co-ordinate with shipping companies, C&F agents and transport companies for import clearance, export shipments and local deliveries.  Co-ordinate with merchandising department, production department, accounts department, stores & warehouse department related to imports, exports and local sales.  Managing registers and maintenance of record files for imports, exports and local sales.  Generating MIS Reports on periodical basis. |
| 3 | Warehouse & Dispatch Executive  **(May 1999-Sep 2002)**  Kwality Milk Foods Limited  Chennai, India  **Manufacture of a wide range of Dairy Products** | To keep records for all incoming & outgoing goods.  To keep control on the levels of stock and keep availability for fast moving stock.  Routine stock taking on weekly, monthly and yearly basis.  Receive and inspect all incoming materials and reconciles with purchase orders;  Maintain database of dealers and distributors.  Co-ordinate with Transport Companies for prompt delivery to Dealers.  Supervising Loading & Unloading of Milk tankers.  Reports on Daily, Weekly & Monthly basis.  Quality audit done at dealer premises often.  Handling Dealer Complaints & Queries. |

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| 4 | Admin Assistant  (June1994- April 99)  Allied Oil Corporation  Dealer of  Hindustan Petroleum  Corporation Ltd  Chennai | Attending Clerical & typing Works.  To keep records for all incoming & outgoing and reporting to relevant department head.  Coordinate and assist in all administrative functions of the office.  Assist to accounts department for Data entry, basic accounting, Bank reconciliation  Prepare Sales Tax Return Statements.  Preparing Invoice Bills  Send Invoice Reminders to our Customers / Companies.  Get the collections from the Customer  Perform other tasks as assigned by seniors |

**Key Skills**

Ability to maintain all records and smooth workflow.

Meet the customer requirements/targets.

Co-ordination with suppliers & vendors for negotiations.

Knowledge in Logistics, Supply Chain, Operations, Inventory Management, & Store Management, Accounts

Extended support to internal departments and management as and when required.

**Technical knowledge**

Diploma in Computer Applications

Good knowledge in MS Office Packages (Word, Excel, Access, PowerPoint)

Accounting Packages: Tally 9.0,

Typewriting Higher Grade (60 WPM)