

**Xavier**

[**Xavier.365404@2freemail.com**](mailto:Xavier.365404@2freemail.com)

Seeking **Executive Level Assignment** as…

**Co-ordinator – ACCOUNTS / PURCHASE / PAYMENT FOLLOW UP**

*(****Expertise in…*** *Control the complete Accounts Activities and Stock Department. Fully in-charge of Purchase Order Section. Organizing Stock and control over Factory, Monthly stock checking and sending the report to the Management, Make sure of the security of the stock, Find the best and cheap supplier and place the order based on the customer’s requirements, Control the cost in order to increase the margin of the sales, Follow-up with suppliers for our orders and make sure of On-Time delivery and better feed back from Customer)*

* An accomplished **Accountant Professional** **offering** over **4.5 years** of rich Experience in Accounts, Transportations, Order Processing, Order Follow-up, Finding the suppliers with cost bargain and get the delivery on time and make sure the customer gets their order on time in their site.
* 3.5 Years of Experience in dealing with Payables and Receivables.
* Having Experience as Accountant Executive Level from last 3 Years in Dubai Based Company.
* Control the Factory and keep updated Stock report
* Evaluation of Stock on Monthly basis and advise the sales department to prompt them for the sale of stock items
* Well Experience in Customs Related works such as Import / Export, Problem Solving at Customs / Customs Procedures etc.
* Capable of doing the Operations of office on day to day basis as per the requirement of company management
* Expert on keeping records of all outgoing and incoming shipment.
* Strong believer of Systems, Systematic Approach & Costing of Each And Every Job/ streamline systems & procedures for effective inventory / Assets control to ensure ready availability of materials in order to meet the requirements of Company’s Top Officials and Customers.

**Professional Experience:**

**TOP LINE ENGINERING Pvt. Ltd., TRIPUR TAMIL NADU.  
(June 2007 -2010)**

**Company Profile:**  MEP Company based in India. all kind of MEP Jobs, Sub contracting

works, Fit out works and including Manpower supply.

**Responsibilities:**

* Managed the financial accounting and reporting functions, office and staff.
* Managed the cash flow and working capital of the company.
* Reviewed internal controls and financial policies and procedures and made recommendations for further improvements.
* Managed and coordinated the preparation of the annual budget and cash flow forecasts.
* Established, improved and maintained appropriate internal controls to safeguard the assets of the company.
* Manages and supervised directly and through subordinates.
* Maintained forms and systems for financial transactions, recording keeping, and budgeting controls.
* Developed and implemented schedules pertaining to the preparation of account books.

Conducted internal checks prior to audit to resolve any discrepancies.

* Responsible for all ledger work including journal entries, month end close entries.
* Financial statement Preparation
* Controlling complete transaction of the company.
* Providing enough knowledge to the management to bring out costing of every job.
* Preparation and analyzing financial statements on a monthly basis and report on variances and cash management issues.
* Responsible to manage the daily activities in banks. If required visit the bank and clarify the issues.
* Responsible for balance sheet analysis.
* **Professional Experience:**

**Zee net Engineering Pvt.Ltd.,Tamilnadu INDIA**  
**(OCT2012 toJan2016)**

**Company Profile:** Manufacturing Company based in India. Manufacturing of Vehicle body like Tipper body, Cargo body, Semi-trailers, experienced in designing and installing stylish curtains body.

**Responsibilities:**

* Head of Accountant and Factory In charge of the company.
* Pre-planning the upcoming issues and find the solutions
* Controlling complete transaction of the company.
* Providing enough knowledge to the management to bring out costing of every job.
* Responsible for All type of Export and Import Goods.
* Responsible to manage the daily activities in banks.
* Implementing Policies and procedures for the purchase and distribution of the goods and providing and getting suggestion for improvement.
* Responsible for each and every assets of the company
* Supervising and leading the Customs and Public Relation works
* Having sound knowledge about the accounting function in tally software.
* Overall ***Accounting Functions*** up to the invoice copy to customers with service and getting final payments from the customer for the particular order.
* Excellent knowledge about Software ***Tally***
* In-Charge for complete invoices of Company for business and official requirements.

**MANAPPURAM FINANCE LIMITED COMPANY, Chennai, INDIA. ACCOUNTANT** (July 2011 – October 2012)

**Responsibilities:**

* Worked as an Accountant.
* In-charge of all types company balance sheet checking and making the report for every 3 months and every 6 months and once in a year.
* Along with Senior, going to various company making a financial report and submission.
* Making salary for each and every employee in tally software monthly.
* Going to the client office and collecting the document and making a report.
* Handled clients various places in all over INDIA.

**Professional Qualification:**

* **B.Sc. Mathematics S.THindu College.** Nagercoil. India (2001 – 2004)
* **Tally 9.0,** 6 months course in Chennai, 2010)
* **Post Graduate in Computer Application (PGDCA)** from Bits Information technology, Chennai, 2006