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**Curriculum – Vitae**

**MAHADEVAN**

**MAHADEVAN.368101@2freemail.com**

OBJECTIVE.

A Position as an active employee,involving responsibility and working with others as a team members to achieve advancement and growth for the organization.

SUMMARY

With six years of experience in accounting & SAP system. To obtain an best accounting position with Mantech where knowledge and experience of managing accounting systems is put to prudent use in order to manage smooth work flow of the company’s accounts base.

KEY SKILL

* Excellent analytical, quick learning and problem solving skills with a desire to work in a team oriented environment.
* Achieve a challenging position in the area of accounts, where my analytical, academic and professional skills can be used to the benefit of the organization as well as my career growth.
* Have good knowledge in using MS office (Excel, word,PowerPoint)
* Have good knowledge Tally ,BI system & SAP functions.
* Have good presentation, written &oral communication skills and good problem solving skills.
* Have good team spirit, goal oriented and high interpersonal skills.

EDUCATIONAL QUALIFICATION

* Successfully completed B.Com from Mumbai University in March 2010.
* Successfully completed H.S.C from Mumbai University in March 2007.
* Successfully completed S.S.C from Mumbai University in March 2005.

COMPUTER PROFICIENCY

* **Working knowledge in MS Office which includes word,Excel,Powerpoint**
* **Tally system**
* **SAP system**
* **BI(Business Intelligence system)**

PROFESSIONAL EXPERIENCE

* **Currently** working as Sr.**Accounts Executive** with **Indepesca Overseas Pvt. ltd**(Triton Group) Mumbai from December 2012 to Mar 2017.
* **ABOUT COMPANY:Indepesca Overseas Pvt. ltd,.**(Ttiton Group) is Mumbai based sea food product company having its head office in Africa continent .Triton Group comprises of a group of companies with business interests in the field of Seafood Distribution, Trade, Processing, Aqua Farming & Poultry.

**Responsibility:**

* Responsible for cash expenses & cash receipt entries in SAP.
* Generating Balance sheet & P&L reports through BI system.
* Responsible for Customer payment & vendor payment in SAP.
* Responsible for petty cash handling .
* Generating Various types of month end reports Such as Profit &Loss A/c , Balance Sheet, vendors ageing, debtors ageing from BI system.
* Passing Bank Payment and Receipt entries in SAP system.
* Keep follow up with locations head, senior authority.
* Provide quick response to mails.
* Responsible for Purchase order(PO) creations in SAP system.
* Responsible for Sales Order(SO) creations in SAP
* Customer block & unblock in SAP.
* Customer code & vendor code creations in SAP.
* Batch code creations, material code creations in SAP.
* Drafting mail to concerned person reminding them to sent updated file.
* Maintain record of daily work data in Excel sheet.

**Previous Working Experience**

* **Worked** with **Reliance General Insurance Ltd** from Jan’2011 to April ‘2012.
* **Responsibilities:**
* Verifying vehicle claims bills approval in CMS software.
* Generating balance sheet & Profit n loss reports.
* Responsible for Expenses vouchers entries in SAP.
* Quick response to mails
* All employees reimbursement updation timely in SAP
* Maintaining record of dailywork activities in Excel.
* Drafting reminder mails of work pending.
* Worked with **CMS Computer Ltd.**fromMay’2012 to Dec’2012.

**Responsibilities:-**

* Co-ordination with the team for accounting entries.
* Responsible for vendors code creations
* Responsible for bank payment entries & record the same in excel sheet.
* Handling Petty Cash Vouchers, Bank Vouching.
* Handling phone calls.
* Worked with M/s **GirishDhanesha& co-** Chartered Accountants as an Account assistant From **August. 2010 to**

**Dec’2010.**

**Responsibilities:-**

* Submission of Income tax return files to repected office.
* Preparing Balance sheet & P&L entries & maintain the record for the same.
* Filing the vouchers .& verify the same.

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PERSONAL DETAILS

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| Date of Birth | 06th July 1989 |
| Gender | Male |
| Marital Status | Single |
| Nationality | Indian |
| Religion | Hindu |
| Language | English, Hindi, Marathi, Tamil |

Declaration

Hereby declare that the above furnished details are true to the best of my knowledge.