

**ARUNRAJ**

E-mail : [arunraj.373757@2freemail.com](mailto:arunraj.373757@2freemail.com)

Visa Status : Visit Visa(12/10/17 to 10/01/2018)

### CAREER OBJECTIVE

Excellent accounting skills, with experience, high level workloads within strict deadlines. Now looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience.

PROFESSIONAL SUMMARY

* Having over 4 years of Experience in the field of Accounts, Finance, With 3 different Companies

Accounting Skill

* Diploma in Computerized Financial Management
* Tally ERP9
* Quickbook Online
* Peach Tree

**Professional Experience:**

Worked at SKY Marketing Pvt.ltd(Mahe) As Senior Accountant from April 2016 to September 2017.

Job Responsibilities:

* Expertise in Tally for all the modules such as Accounts Payable, Accounts Receivable, Cash Management, General Ledger and Inventory Modules.
* Experienced in preparing monthly financials like Trial Balance, Profit & Loss a/c, Balance Sheet, Cash Flow statement.
* Tax Reports: Prepare All Statutory Activities of a company includes VAT, Sales Tax, Service Tax, Excises Duty, Central Excises on timely basis.
* Expertise in preparing of weekly Bank, Cash positions and Cash Budget statement
* Expertise in managing the Fund Management
* Expertise in Audit preparation of yearly financials in audit format and submitting to auditors for auditing
* Experienced in preparation of monthly Bank Reconciliation statement
* Knowledge ofInternational Accounting Standards

**Professional Experience:**

Worked at Star Trading Company Pvt.ltd As Accountant from May 2014 to November 2015.

Job Responsibilities:

* Experienced in controlling Debtors & Creditors and preparation of debtors & Creditors Outstanding list and reporting to Management
* Preparation of Salary bonus and ESI of Employees
* Overseeing the software and its monthly financial information
* Ensure timely client payments as per purchase order
* Well versed in preparation of department wise Monthly Collection Report.
* Expertise in reconciliation of receivable & payables with their respective statements
* Expertise in dealing with banks for issue of Letters of Credit and Bank Guarantee and other various issues
* Expertise in Preparation of monthly schedules
* Supervising and Coordinating subordinates to ensure in smooth accounting.
* Handling Self-Correspondence with all Business Clients, Suppliers and Banks
* Diplomatic and Excellent in Public Relation and Office Administration

**Professional Experience:**

Worked at North Shore Food Pvt.ltd(LAZZA) As Junior Accountant from February 2013 to February 2014.

Job Responsibilities:

* Entry of invoices and cash receipts and matching with the corresponding invoice.
* Preparation & verification of day book, ledger accounts, bank deposit statements.
* Monthly reconciliation of bank and postdated cheques.
* Preparing daily reports regarding payables & receivables.
* Verification of invoices for payment and petty cash maintenance.
* Daily transaction entries (receipts, payments and post dated cheques).
* Credit controlling and ageing analysis of a/c receivable & payable.
* Manage daily banking activities including all documentation
* Built and maintained the relationships with Clients

Computer Proficiency

* Microsoft Office (MSWord, Excel, PowerPoint.
* Good typing speed.

Academic

Master in Business Administration(MBA)-Currently Pursuing

Bharathiyar University

Bachelor of Commerce(Bcom) with 55%

Calicut University-2012

Higher Secondary School

GHSS Kavumbhagam, Kerala - 2007

SSLC

GVHSS Koduvally, Kerala- 2005

Personal Profile:

Date of Birth : 18/06/1990

Gender : Male

Marital status : Single

Nationality : Indian

Religion : Hindu

Hobbies and interest : Leisure: Listening Music, watching T V, Driving.

: Sports: Playing Cricket and Foot Ball

Language known **:** English,Malayalam,Hindi,Tamil

## Declaration:

I hereby declare that all the above information is true and correct to the best of my Knowledge. I bear the responsibility for the correctness of the above-mentioned particulars.

Date :

Place :

Signature