**GURU**

**Finance Professional DOB :03/02/1988 .**

Nationality: **Indian** Marital Status: **Married.**



Email : [guru.380729@2freemail.com](mailto:guru.380729@2freemail.com)

QUALIFICATIONS

**MAY - 2010**

**MASTER OF BUSINESS ADMINISTRATION**

**(FINANCE & MARKETING). GURUVAYURAPPAN INSTITUTE OF MANAGEMENT. BHARATHIAR UNIVERSITY – TAMILNADU – INDIA.**

MAY - 2008

**BACHELOR OF COMMERCE, MS UNIVERSITY – TAMAILNADU – INDIA.**

OBJECTIVE

Seeking for an opportunity as Accountant to work in a reputable companies and organization and utilize my professional skills to improve client satisfaction for the benefits of the firm.

Areas of interest:

* Finance & Accounts
* Documentation
* Bank Reconciliation
* MIS Reporting
* Profit Margin analysis.

SKILLS

* Excellent team player.
* Good at planning, leading, able to analyze and solve problems.
* Ability to work under tremendous pressure.
* Ability to learn.
* Applications: All the MS Office, Tally, ERP Operatioions.

**LANGUAGES**

**English**: Expert level

Tamil : Mother Language

Arabic : known.

EXPERIENCES

**Since March - 2013:**

**Medicine Rose Pharmacies - Saudi Arabia, Riyadh as Assistant Accounts Executive**

* Updating & maintaining all books of account in accordance with the set standards
* Engaged in cash & bank management activities for ensuring fund availability as per the requirement
* Ensuring timely completion of accounting, books finalization and compliance management
* Managing the budgeting and expenses from every month, clearance of all Pharmacies Sales Report and developing Profit Sheet
* Supervising Reconciliation between bank statement and all over pharmacies machinery statements date wise
* Evaluating ERP (Expire & Return) items along with all invoices transfer items & purchases & sales & pharmacy expense upload excel and maintaining in separate files for category wise
* Analyzing bank statement as on monthly twice pattern
* Administering various functions like:
* Insurance clearance, updating cash sales summary in ERP
* Sustaining warehouse items transfer to all pharmacies data's daily basics
* Calculating purchase item wise end sending report to MD

**March 2011 – November 2012:**

**Mahindra & Mahindra Financial Services Limited, Chennai as Back Office Associate –**

**Accounts Department.**

* Mobile claim processing for eligible employees of both MMFSL and MBCSPL
* Field conveyance processing for all over TN eligible employees in both MMFSL and MBCSPL
* Soft payment processing through RTGS & NEFT. Also processing Cheque payment for loan sanctioned files
* Sustained TAT on No Objection Certificate (NOC) issuance processing for region wise like South, West and North
* Maintained TAT in worksheets processing for payment towards loan to new vehicle, used / refinanced vehicle &personal loan customers
* Interfaced with salesman & dealer commission processing on twice in a month**.**

REFERENCES

**Further references will be provided upon request.**