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| RESUME |

**SREEKANTH**

**Email:** [**sreekanth.389173@2freemail.com**](mailto:sreekanth.389173@2freemail.com)



**CAREER OBJECTIVE**

### Excellent accounting skills, with experience in ERP (Oracle), dealt with customers and high level workloads within strict deadlines. Now looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience

**PROFESSIONAL EXPERIENCE**

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| Jul 2014– Nov’2018 | **M/s. Technical Supplies and Services Co. L.L.C (TSSC) –Harwal Group-UAE** |
| Position | **Accountant** |

**DUTIES & RESPONSIBILITIES** :

* Expertise in ERP (Oracle) for the all the modules such as Accounts Payable, Cash Management and General Ledger
* Interact with Internal and External Auditors in completing Audits.
* Preparation of Debit Note and the Credit Note.
* Maintain Petty cash and Report to Finance Manager on regular basis
* Preparation of Various Reports re quired by Management.
* Reconciliation of receivable & payables with their respective statements
* Expertise in managing the Fund Management
* Strong in interaction with Auditors for Finalization of Accounts
* Experienced in preparation of monthly Bank Reconciliation statement
* Supervising and Coordinating subordinates to ensure in smooth accounting.
* Handling Self-Correspondence with all Business Clients, Suppliers and Banks
* Assist requesters on Supplier Creation/update requests Work close with the strategic team, requesters and support processes for end to end solutions
* Reviewing approved Supplier Creation request and create Supplier record accordance with Oracle's Global Purchasing/Finance policy
* Create reports and use data to identify progress and areas of opportunity
* Identify, propose and initiate implementation of process efficiencies/improvements
* Assist in training of new resource and end users
* Process Knowledge - Good working knowledge in AP
* Keep open and frequent communication with management, working as a team
* Identify and communicate critical points to management to avoid recurring problems
* Process invoices, matching invoices against purchase orders and solving exceptions
* Following up regularly on pending items
* Autonomous, driven by challenge, strong in problem-solving
* Open and distribute mail to appropriate persons
* Manage and handle all calls and emails from vendors
* Post invoices with the correct vendor number, location, and general ledger account in an ACT manner
* Verify invoices have a Purchase Order and the proper level of approval
* Checking daily attendance, check for the employee entry, half day leaves, full day leaves and enter all the final details to calculate the daily pay of the employees
* Ensuring all payroll transactions are processed efficiently
* Maximized efficiency through effective coordination with employees and management
* Generate reports for each payroll cycle as well as monthly quarterly and yearly documents
* Calculate and verify payroll amounts.
* Answered employees questions regarding pay and resolved any issues and discrepancies
* Updated confidential employee banking information with accuracy and speed
* Ensured that all new employees were registered on the payroll system on a timely basis
* Preparation of employees Leave & Final settlements and transfer through WPS

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| Feb 2011 – Oct 2013 | **Muthoot Finance** |
| Position | **Jr.Audit Executive** |

**DUTIES & RESPONSIBILITIES** :

* Vouching of Cash and Bank Books, Sale and Purchase Register, Debtors Ledger, Creditors Ledger, General Ledger so as to authenticate the figures appearing in the Books of Accounts of the client.
* Verification of Banks Reconciliation Statements, Fixed Assets and Stock
* Assist in the preparation of audit report
* Document audit findings and formulate basic recommendations for improvement

**CAREER HIGHLIGHTS**

* Above 7 years, experience in Accounts, Audit and Payroll
* Practical experience in ERP (Infor & Bann)
* Work experience in Accounts and Audit
* Highly competitive And a good team player

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| **Educational Qualification** | | | | |
| **Course** | **Subject** | **Duration** | **Course** | **Country** |
| B.COM | Computer Application | 3 Years | Graduation | India |
| HIGHER SECONDARY | Commerce | 2 Years | Plus Two | India |
| Kerala State Board | SSLC | - | KSB | India |

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| **Technical Knowledge** | | | | |
| **Course** | **Subject** | **Duration** | **Speciation** | **Country** |
| PGDCA | Computer Application | 1 Years | Diploma | India |
| Tally-9 & Peachtree | Accounting | 6 Months | Diploma | India |
| MS Office | Ms Word& Excel | 6 Months | Diploma | India |

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| **Personal Information** |

Name : Sreekanth Date of Birth : 18/07/1989

Nationality : Indian Marital Status : Married

Sex : Male