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**Name : Thirupathi**

**Nationality : Indian**

**E-Mail :** [**thirupathi-394285@gulfjobseeker.com**](mailto:thirupathi-394285@gulfjobseeker.com)

**Qualification : MBA (Finance & Marketing)**

**MCOM (Finance)**

**Experience : 7 Years**

**PROFESSIONAL OBJECTIVE:**

Seeking a position as an Accountant & Administration Staff where extensive experience will be further developed and utilized. To work in an organization as an efficient and highly motivated team associate. Given an opportunity I will prove my knowledge and experience to benefit the Organization. To achieve challenging where my knowledge and problem-solving skills can be utilized to benefit the organization.

**WORK EXPERIENCE:**

1. **Worked in India.**

Designation : Senior Accountant

Duration : 2012 June to Aug 2019

**The main duties handling as follows:**

* Maintaining cash book, journal and ledger accounts.
* Preparing Financial Statements (Profit & Loss Account and Balance sheet)
* Sound knowledge on Liabilities and Assets.
* Income & Expenses.
* Prepared weekly confidential Receipts and Payment reports for Presentation to Management
* Assist to senior accountant for finalization of accounts
* Preparation of cheques for day to day transaction.
* In charge in Bank Transaction (Cheques / Cash) and Bank reconciliation.
* Cash/Cheque deposits & withdrawals and Other Banking Operations.
* Make sure all the utility bills are paid on time.
* Have a good experience in accounting Software’s extensively for accounting tasks.
* Preparing Daily Time Sheets & Monthly Time Sheets.
* Prepare Monthly Salary for the Employees.

**2.Working in India**

Designation : Accounts Assistant &Administration Staff

Duration : 2009 Dec to Nov 2011

**The main duties handling as follows:**

* Maintaining the petty cash.
* Handling **accounts payables** and **accounts receivables**.
* Preparing the **Journal Voucher, Bank & Cash Payments, Bank & Cash Receipts, Credit Note & Debit Note**.
* Manage cashier remittance notebook with equivalent cash collection and deposit to the bank.
* Posting the Sales & other Transitions Daily & Weekly.
* Manage accounts receivables and follow up the outstanding payments.
* Integrate accounting and administrative functions smoothly.
* Entry the Bank Transactions in Accounting Software Daily & Weekly for the Bank reconciliation. Maintain bank deposits and check payment records.
* Prepared weekly confidential sales report for Presentation to Senior Accountant.
* Execute journal entries and posting in accounting software in a timely and accurate manner.
* Prepares / issued cheques for the supplier and transmittal of payments for the Forwarder & daily cheques reports.
* Count the **Inventory** every year and submit the senior accountant.
* Check the bank Balance every day & Assist to senior accountant for Bank reconciliation.
* Maintaining accounts, databases and daily billings in order and up to date.
* Provide day-to-day Admin and accounting support to the branch manager.
* Prepare Monthly Salary for the Employees.
* Assist senior accountants in the preparation of monthly/yearly closings.
* Prepare and submit weekly/monthly reports to senior Accountant.

**EDUCATION QUALIFICATION:**

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| --- | --- | --- | --- |
| Name of the Examination | University/Board | Year of Passing | Percentage |
| M.COM (Finance) | Osmania University | 2014 | 55% |
| M.B.A  (fINANCE & mARKETING) | Osmania University | 2009 | 63% |
| B.COM (Computers) | kakatiya university | 2007 | 71% |
| intermediate | Board of intermediate | 2004 | 81% |
| ssc | Secondary School Education | 2002 | 71% |

**TECHNICAL Skills:**

* Applications : MS Office (Word, Excel, Power Point).
* Operating Systems : Window-XP, Vista, Window 7 and Windows 10.
* Typing Skills : 25 WPM.
* Accounting Packages : TallyERP9, Zoho Books.
* Proficiency in computer literacy

**PERSONAL INFORMATION:**

Gender : Male

Date of Birth : 18/04/1986

Marital Status : Married

Visa Status : Visit Visa till 13th December 2019

Place of issue : Hyderabad

Languages Known : English, Hindi and Telugu.

**DECLARATION:**

I hereby declare that the above statements are true, complete & correct to the best of my knowledge & belief.

**Date:**

**Place: [Thirupathi]**