**-------------------------------------------------------------------------------------------------------------OBJECTIVE**

To achieve a challenging and rewarding position in the fields of Finance and Accounts through sincerity, hard work, excellence and dedication.

**STRENGTHS**

I am capable to work under pressure situations.

 Maintaining Harmonized relationship and Co-ordination with superiors and other department personnel to achieve the targets**.**

**EMPLOYMENT SUMMARY**

**Maintenance & Offshore Service Company, Jebel Ali, DUBAI**

Position: Cashier cum Accountant from Dec 2008 to till date

**Nico International, Al Quoz, DUBAI**

Position: Cashier cum Accounts Assistant from Nov 2005 to Dec-2008

**VGP INDUSTRIES & VGP FINANCE LTD COIMBATORE**

Position: Branch Accountant from July 1996 till Oct -2005

**VENKATESH RAO & CO- Chartered Accountants Firm**

3 Years CA Articleship-1993-1996

**EXPERIENCE SUMMARY:**

Responsible for Cash and Banking Transaction of the entire ship Repair Divisionunde**r Nico International & Gmmos Group**

Preparation and accounting of Cash & Cheques receipt from the Customer

Vouching and accounting of Petty cash expenses of the various Divisions.

Reimbursement of expenses and maintaining the Cash Flow at the Division level.

Issuing of Cheques to the creditors for expenses like Telephone, Rent, and License fees etc.

Monitoring and transferring of Funds with various Bank accounts as per requirement.

Co-ordination with various banks for several issues on day to day transactions

Preparation of Bank Reconciliation Statement of several Bank Accounts.

Booking of Supplier Invoices and matching with Purchase Order.

Co-Ordinating with purchase Department for various issues on the supplier invoices

Reconciliation of account with Statement of Accounts of Supplier

Preparation and submission of bank balances on weekly basis

Analyzing of various expenses and submission of report to the management

Assisting for Auditing and month end closing of Accounts**.**

Payroll Checking , Vocation Employees & Final Settlement files verification

**EDUCATIONAL QUALIFICATION**

B.Com., - Bharathiar University, Coimbatore, India

C.A.-Article ship Completed - Venkatesh Rao & Co, Coimbatore

PERSONAL PARTICULARS

Date of Birth : 30-June-1972

Sex : Male

Nationality : Indian

Marital Status : Married

Visa Status : On Employment

References : Available on request