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Personal Information

Nationality : Rwandan

Date of Birth : August 31, 1987

Hobbies : Reading, Travelling, having fun, swimming

PROFILE

I am a Detailed-oriented, disciplined and resourceful professional candidate. The exceptional skills, flexible personality and adaptability to new working environments combined together; give me a foundation for a team player.

Personal Working experience:

Jan 2013 – Jan 2014

Pondicherry - India

Position: Asst. Manager – Finance

Duties and Responsibilities

* Financial Analysis Payroll
* Management of the Bank account Reconciliations
* Assets Management
* Financial Account Analysis
* Carry out Audit Procedures
* Financial Statement Generation
* Manage Receivables & Payables
* Ensuring that the company is Tax Compliant by preparing all the taxation.

May 2012 – Dec 2012 MUTHU FINANCE CO. LTD

 India

Position: Accountant

Duties and Responsibilities

* Preparing financial statements schedules such as a bank, inter-company and fixed assets reconciliations.
* Managing the accumulation and consolidation of all financial data necessary for an accurate accounting of total business results.
* Prepareingand adjusting entries and trial balance, account and bank reconciliations
* Checking and verifying management report and accounting entries of source documents such as invoice, voucher, debit and credit notes.
* Confer and coordinate for audits with the internal and external auditors.
* Preparing monthly requirements such as VAT, monthly TDS and Service Tax payments.
* Preparing monthly EPF and ESI payment statements.
* Any other duty assigned to me from time to time.

February 2006- March 2007 BANK POPULAIRE DU RWANDA

 Kigali - Rwanda

Position

 Cashier/Teller

Duties and Responsibilities

* Processing routine account transactions.
* Opening accounts, including savings and checking.
* Helping customers fill out deposit and withdrawal slips.
* Disbursing money to customers.
* Validating the deposit slip and stamp it by machine.
* Checking for photo identification.
* Handling loan payments and cash checks.
* Collecting loan and utility payments.
* Promoting bank products.
* Recording all transactions.
* Exchange foreign currency.
* Counting cash at beginning and end of shift.
* Balancing currency, cash and checks in cash drawer at end of each shift.

Education background

Year Institution Grades/Achievements

2011-2013 Puducherry University MBA - Marketing

 Pondicherry – India

2010-2013 Achariya College of Arts and Science Bachelor of Commerce

 Puducherry - India

2007-2013 Annamalai University, Bachelor of Business Administration

Tamilnadu - India

Achievements:

 I re-organized the area and the archive’s system.

I participated in designing a new promotion system to the customers:

“buy a company product and get a coupon for another company’s product”

This new promotion system creates awareness and increases the customer in our company.

* I increase the service of attrition to the client over 16%
* I increase the sells over 25% during my procedure

Skills and abilities:

* Marketing skills
* Management skills
* Business Administration Skills
* Sales & Marketing Skills
* Sales, Marketing and Management skills
* Good interpersonal skills
* Able to work under minimum supervision
* Good communication skills
* Teamwork
* Loyalty to the job and, colleagues and bosses
* Intelligent

Career objectives:

* Self motivation
* Integrity
* Professional conduct.

Language spoken Written

English Fluent Excellent

French Fluent Excellent

Swahili Good Good

Tamil Fair Fair

Referees;

To be provided upon request

## Declaration

I hereby declare that the details furnished above are true to the best of my knowledge.