**Gulfjobseeker.com CV No:** **1281702**

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To get contact details of this candidatesSubmit request through Feedback Link

<http://www.gulfjobseeker.com/feedback/submit_fb.php>

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.