

Naveenraj

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| **OBJECTIVE** |
| To be part of a dynamic and professional organization where I can utilize my competencies developed through my education, training and experience to take up a challenging career. |
| **HIGHLIGHTS:**   * Over 7Years Experience in the field of Accounting ( 1 Year in OMAN ). * Ability to work under pressure, meet deadlines and well versed in working in a computerized environment. * Open-minded, quick learner, result oriented-flair for perfection. * Hard working * Familiar with various Accounting packages. |
| **WORK EXPERIENCE** |
| 1. **REPUTED FIRM, KERALA,INDIA**   **Worked as an Accountant from Jan 2013 to Oct 2014** |
| Manufacturing Flush Doors and Plywoods as per order then dispatch to the party |
| **Job Description:-** |
| 1. Handling accounts independently up to the audit.  3.Managing banks related and operational related work.  4. Preparing Inter Company Reconciliation, Debtors and Creditors Reconciliation.  5. Cash and Bank Reconciliation.  6. Well knowledge in various type of credit card reconciliation.  **7.** Preparing age wise report of receivables & payables accounts.  8. Preparation of staffs leave salary & Staffs Full and Final settlement calculation.  10. Checking landed cost Sheet calculation and posting.  11. Coordinating with all other division and Handling petty cash.  12**.**Responsible for ‘preparing cash, bank and journal vouchers, their corresponding postings and Preparation of Financial Statements 13. Preparation of Financial Reports & Financial statement.  15. Preparation of Monthly Accounts reports. |
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| 1. **KHAMMIS BIN.MOHMED BIN.SAYED ALFARSI**   **SUPER MARKET,SUR,OMAN**  **Working as an Accountant from Oct. 2011 to Dec. 2012** |
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Job description : Preparation of books of accounts. Preparation of monthly schedule of Debtors, Creditors, purchases and sales. Following bank transactions, Invoicing, scrutiny of purchase bills, payment follow-up etc. Preparing creditcard and Bank reconciliation. Computation of salary, allowances.Preparing Trial balance, Profit and Loss a/c & Balance Sheet

3) Previous position : **Accountant**

Period : jun 2006 to Oct 2011

Company : **M/s. Umesh Associates**

: **Kerala , INDIA**

Job profile : Worked as a junior accountant.preparing accounts of companes.

Job description : Preparation of books of accounts. Preparation of monthly schedule of Debtors, Creditors, purchases and sales. Following bank transactions, Invoicing, scrutiny of purchase bills, payment follow-up etc.Computation of salary, allowances,leave salary and gratuity of the employees and preparation of the schedule and passing provision at the audit purpose.

Preparing Trial balance, Profit and Loss a/c & Balance Sheet

**Academic achievements**

1. S.S.L.C, from Board Of Public Examination,Kerala,India
2. Pre-degree From Calicut University,kerala,India
3. B.com From Calicut University**,** kerala,India
4. **Computer Knowledge**

a) Diploma in Computer Application (Specialized in M S

Word & M S Excel)

1. Well Knowledge in computerized accounting: ( Peach tree, Tally ERP 9, Quick Books, )

**Personal**

a) Date of Birth : 14-04-1984

b) Nationality : Indian

c) Languages Known : English, Hindi, Tamil and Malayalam

d) Visa status : Visiting Visa

The foregoing information is certified to be true and accurate to the best of my knowledge.