**RESUME**

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| --- | --- |
| **Karthikeyan****Karthikeyan.251634@2freemail.com** |  |

**Working Experiences**

**Accounts Executive**

**TED Computer Systems LLC**

**Dubai, UAE**

**From November 2015**

 **Responsibilities**

* Records asset, liability, revenue, and expenses entries
* Verify, allocate, post and reconcile accounts payable and receivable.
* Follow-up customers to collect debts and reconcile accounts and keep control accounts receivables.
* Prepare Payable statement and process the payment for vendors.
* Preparing (BRS) Bank Reconciliation Statement
* Maintaining Inventories.
* Petty Cash handling
* Produce error-free accounting reports by Weekly and Monthly to the Management
* Prepare and Produce monthly profit and Loss and Balance Sheet and

Support Month-end and year-end close process and finalizing the Account.

* Develop and document business processes and accounting policies to maintain and strengthen internal controls.
* Assist with annual external audit.
* Secures financial information by completing database backups.

***ERP Systems***

* Tally ERP

**Lead - Accounts Receivable**

**IBM India Pvt Ltd**

**Kandanchavai, Chennai, India**

**From – July 2014 to Oct 2015**

* Cash application (Daily, Weekly, Monthly)
* Bank & GL Reconciliations (Daily & Monthly)
* Invoicing & customer creations
* Ad-hoc requests from other departments
* Analyzing problematic issues
* Training new employees
* On time delivery of demands as per SLA
* Ad-Hoc & urgent requests done efficiently
* GBS Finance Transition ( Remote KT)
* Prepare and Review DTPs and upload to Share point.
* Hands on & Pilot training via WebEx.
* Managed all problematic issues
* Monthly customer account Reconciliation (SAP & Oracle)
* Month end activities (SAP & Oracle)
* Preparing Daily and Monthly Reports

***ERP System***

* SAP&Oracle

**Accounts Executive**

**Adhiam Thermal Systems & Solutions Pvt Ltd**

**Guindy, Chennai, India**

**From July 2011- June -2014**

 **Responsibilities**

* Accounts Receivables
* Accounts Payables
* Journal Entries
* Preparing (BRS) Bank Reconciliation Statement
* TDS deduction
* Preparing and Filling Monthly Excise Duty, Service Tax, TDS Payment, Sales Tax Returns
* Maintaining Inventories Such as Raw Material, Spares and Finished Goods.
* Preparing Monthly Reconciliation statement for Debtors and Creditors
* Preparing Monthly Trail Balance, Balance Sheet Preparing and Report to management
* Handling cash receipt and payment
* Payment Follow Up
* Weekly and Monthly Report to Management
* Preparing Credit and Debit Note
* Liaison with banks for Bank Guarantee , Import and Export Payment Remittance and other activities

***ERP Systems***

* Tally ERP 9.2
* Oracle 11.00 (Client Modules)

**Accounts Executive**

**Sri Lakshmi Industries – Ekkatuthangal**

**Chennai, India**

**From August 2009 – July 2011**

* Accounts Receivables
* Accounts Payables
* Journal Entries
* Maintenance of office Account, Customers and supplier Ledger Maintain and record keeping
* Raising Purchase orders to Sub contractors and Receiving sales order from Customers
* Customer and supplier Account book Maintain and Entry the Daily transaction to Tally 9.2 and Microsoft Excel
* Preparing Monthly payroll entry for the workers
* Preparing Monthly Reconciliation statement of Bank, Customers, suppliers & Raw Material
* Payment arrange to sub-contractors before the due date and receiving payment from customer on due period
* TDS deduction from Sub contractors.

***ERP Systems***

* Tally ERP

***ACADAMIC CHRONICLE***

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| **Course** | **Name of the Institution** | **Examination Authority / University** | **Year of Completion** |
| **B.COM** | Annamalai University  | Annamalai University, Tamilnadu, India | 2007 |
| **HSC** | Govt Higher Secondary School,  | Board of Hr.sec Education Tamilnadu, India | 2000 |
| **SSLC** | Govt High School,  | Board of Hr.sec Education Tamilnadu, India | 1998 |

**PERSONAL DETAILS**

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| --- | --- | --- |
|  |  |  |
| Marital Status | : | Married |
| Date of Birth | : | 02-06-1983 |
| Nationality | : | Indian |
| Language known | : | English, Tamil and Hindi |
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Declaration

 I declare that the given details are true and correct to the best of my knowledge. I promise you that I will be more truthful to your company.

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