**CURRICULUM VITAE**

**CAREER OBJECTIVE**

To obtain an Accounting Assistant position with ManTech where knowledge and experience of managing accounting systems is put to prudent use in order to manage smooth work flow of the company’s accounts base.

**WORK EXPERIENCE**

* **Accountant:** **MATHURA HEALTH AND CARE PRODUCTS** - Tamilnadu- India, from 01-09-2013 to 29.02.2016.
* **Asst. Accountant :** **CINE CITY HOTELS**, Chennai , Tamilnadu-India, from 01-05-2012 TO 31-08-2013

**SUMMARY OF QUALIFICATIONS**

• Over three years and ten months of experience working in accounting field.  
• Experienced in processing various types of accounts payable transactions.  
• Hands on experience in ensuring accurate general ledger posting and responding to vendor queries.  
• knowledge of acting as back up to all accounting unit functions.  
• Working knowledge of Microsoft Office applications.

**SPECIAL SKILLS**

• Proficient in excel spreadsheets and popular accounting software.  
• Team oriented with high attention to detail.  
• Ability to deal effectively with month end closing deadlines.  
• Detail oriented.  
• Exceptional organizations skills.

**KEY ACCOMPLISHMENTS**

• Reorganized accounting procedures by transiting a manual system into a computerized environment.  
• Served as Accounts Payable and Accounts Receivables backup.  
• Performed advanced book keeping and administrative duties.

**Accounting Assistant**

• Review expense reports and cash advances.  
• Process accounts payable and receivable.  
• Prepare monthly account reconciliation analysis.  
• Manage electronic funds transfer.  
• Post and maintain accounting documents in the database.  
• Ensure invoice payments

• Assisted with general accounting and month-end closing.  
• Reviewed monthly financial statements.  
• Maintained accounting files.

**EDUCATION QUALIFICATION**

* **MASTER OF BUSINESS ADMINISTRATION - FINANCE (2010-2012)** - Srinivasan College of Arts & Science, Bharathidasan University Trichy,Tamilnadu – India.
* **BACHELOR OF BUSINESS ADMINISTRATION (2007-2010)** Srinivasan College of Arts & Science, Bharathidasan University Trichy,Tamilnadu – India.

**Additional Qualification**

* Tally 7.2.
* Tally 9.0.
* MS Office.
* Type writing.

**Strengths**

* **Having a friendly and engaging personality.**
* **Comfortable working with members of the public.**
* **Confident manner.**
* **Helpful and polite.**
* **Positive manner**
* **Trust Worthy**

**Personal Details**

Date of Birth : 04-03-1990

Sex : Male

Nationalit : Indian

Marital Status : Single

Languages Known : Tamil, English & Malayalam

**First Name of Application CV No:** **1666416**

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