**CURRICLUM VITAE**

**Govindan**

**Govindan.321632@2freemail.com**

**Objective:**

To obtain a challenging posit in **Accounts / Audit** in an organization & manage in such a way to contribute overall profitability and growth of the same.

**Abilities**

* Can do internal and external audit for all type of companies
* Expert in finalization of accounts Viz. preparation of Trial Balance, Balance sheet & P&L independently,
* Gathered good knowledge in bank loan appraisal, projection, budgeting.
* All Ledger accounts, stock register by manually and also **Environments (Tally 6.3)**
* Maintaining the **Stores & Logistics** account details for depot and consignment concerning to company activity.
* Preparation of **Bank Reconciliation, Supplier & Customer reconciliation**, ledger Scrutiny.
* **MIS Reports** viz., Cash flow statements, Budgets, age wise analysis of Debtors, etc.,
* Participated and enthusiastically can play a role in External Auditing for various companies.
* Dedication of works without keeping any time in mind till the work finish.
* Payroll Preparation maintaining Personnel records of employees and all other Administrative matters

**Experience :**

* 7 ½ years As an Audit Assistant in Dubai
* Vast Experience of 13 Years as an Accountant in India and abroad.

**Work Summary:**

1. Audit Assistant-year 2008 to 2015 in ALKTTBI & Associates Chartered Accountants-Dubai.

2. Accountant General year 2005 to 2008 in Teenco, SAIF ZONE-Sharjah, Dubai.

3. Accountant-Year 1998 to December 2004 in M/s.IVDP, Krishnagiri, Tamil Nadu, India.

4. Accounts Clerk-year 1995 to 1997 in M/s /Gues Line Hosur, Tamil Nadu, India.

5. Accounts Assistant-year 1994 to 1995, in M/s. Malack Shoes Limited, Anna Nagar Tamil Nadu, India.

**Educational Qualification :**

1. Bachelor of Commerce B.Com. From Madras University in Chennai, Indian
2. Master of Commerce M.com. From Madras University in Chennai, India.

**Technical Qualification :**

1. Diploma in Computer Application, in Hosur, India.
2. Typewriting English Higher Grade State Board of Tamil Nadu.

**Computer Skills :**

Ms Office, FoxPro, Tally 6.3, peach tree and other new packages also can be grabbed within a short period.

**Work Experience:**

* Good Experience in Audit for all type of companies.
* Preparation of Trial Balance / Profit and Lose A/C and Balance Sheet.
* Bank reconciliation and follow up of bounced cheques.
* Cost control, Budgeting and planning.
* Preparation of receivable statement and follow up for improvement of collection.
* Preparation of Salary Statement.
* Preparation of sales Invoice & Making all types vouchers.
* Handling main cash & petty cash.
* Preparation of all type correspondence related with supplier, customer, and Govt.
* Preparation of Monthly Income Statement and Presented to the higher authorities.

**Personal Details**

Date of Birth : 12.03.1970

Sex/Marital Status : Male/Married

Language Known : English, Tamil Malayalam, Kanada & Hindi