**Arul**



**E-Mail:** [**arul.387508@2freemail.com**](mailto:arul.387508@2freemail.com)

**Account Executive ,Finance Assistant**

An ardent analyst with expertise in strengthening companies to lead in highly competitive situations

Seeking challenging assignments in **Finance & Accounts** with an organization of high repute

**Personal Attributes**

**Profile Snapshot**

***Core Competencies***

* **An astute professional** with **1 year of experience** in Finance & Accounts, General Accounting, Accounts Payable/Receivables, **demonstrated business acumen in managing finance operations** and contributing higher rate of organization growth.

***Finance & Accounts***

* Strong exposure & understanding of business strategy planning & implementation; expertise in designing and **Implementing systems & procedures to achieve cost control**& financial discipline

***General Accounting***

* Track record of **developing & implementing financial and operational controls** that improves P&L scenario and competitively position the firm

***Accounts Payable & Receivables***

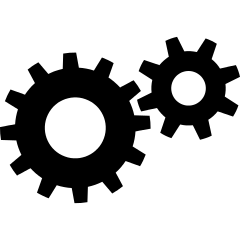
* Comprehensive **experience in streamlining the working procedures and formulating cost effective solutions** for enhancing the accounting & taxation operations
* Significant **leadership experience resulting in better financial performance and enhanced systems for higher performance** of the team

***Cash Management***

* Demonstrated excellence by effectively establishing managerial skills and attaining proficiency in analyzing issues in the field of accounting & financial operations

***Cost Control***

**EMPLOYMENT DETAILSCORE SKILLS**



* *Improving operations, enhancing*

*business growth & maximizing*

*profits through the achievements in*

*finance management, internal*

*controls and productivityImprovements*

***Training & Development***

* *Associated with Mangalam Travel&Tour Pvt Ltd India,*

*as Accountant with experience in*

*Finance & Accounts, General*

*Accounting, Cash Management*

*Cost control and Accounts*

*Payable/Receivables*

***Auditing***

**Employment Details**

**Key Result Areas**

* Tracking Daily Sales and booking the same in to books
* Raising Sales Invoice and booking customer, vendor invoices.
* Posting journal entries for occurred expenses and incomes
* Preparing day-to-day expenses reports and monthly expense report.
* Preparation of Payables & Receivables Ageing Report.Tracks all expense reports not complying with company standards
* Research and resolve outstanding employees account balances
* Enter customer payments on daily basis
* Total Past due invoices weekly and report to supervisor
* Analyze accounts to discover discrepancies and resolve all variance promptly
* Initiate collections proceedings against accounts past due more than six months
* Preparing Monthly reconciliation of Bank and Customers.
* Co-coordinating with Managers on monthly closing procedures.

**IT & Other Skills**

* Software: Tally
* Applications: MS Office and Internet Applications

**Academic Qualifications**

* **MBA (Finance&HR)** from Anna University
* **B.com** from Manonmaniam Sundaranar University, India.

**Personal Profile**

Date of Birth : 03.04.1995

Nationality : Indian

Marital Status : Single