**Venkatraman **

**WAP No : +971504753686**

[venkatraman-405028@2freemail.com](mailto:venkatraman-405028@2freemail.com)

**Functional Experience:**

**Presently working as Sr.Accountant in FZE (Since Dec 2018 - Present)**

**(Industrial Automation Solution Providers)**

* **Finalization of Accounts in all aspects**
* **Preparation of Trial balance, profit and Loss accounts and Balance sheet**
* **Preparation of MIS report like P & L, In house report and finalization of accounts with the Auditor**

**Worked as Accountant in Engineering Services LLC (Jan 2018 – Dec 2018)**

**(Trading of Pumps, Spares, tools, & Renting of Dewatering pumps)**

* **Finalization of Accounts in all aspects**
* **Preparation of Trial balance, profit and Loss accounts and Balance sheet**
* **Preparation of MIS report like P & L, In house report and finalization of accounts with the Auditor**

**Worked as Accountant in Standard Accountants, Dubai (Nov 2011-Dec 2013)**

**(Book Keeping & Auditing)**

* **Finalization of Accounts in all aspects**
* **Preparation of Trial balance, profit and Loss accounts and Balance sheet**
* **Preparation of MIS report**

**Worked as Accounts Manager in Jaybee Plastics in Coimbatore (2009-2011)**

**(Manufacturing of horns and sub-contractor of Pricol Industries, Coimbatore)**

* **Finalization of Accounts in all aspects**
* **Preparation of profit and Loss accounts and Balance sheet**
* **Preparation of Vat returns, Service Tax Returns and e filing of returns**
* **To co-ordinate and assist towards concurrent Audit handling for the Statutory**

**Audit purpose**

**Worked as Senior Executive- Accounts in Woodbriar Group, Coimbatore (2007-2009)**

**(Tea Estates & Insurance Surveyors for Lloyds, London)**

* **Handling TDS for Salaried People, Contract and filing TDS Returns.**
* **Preparation of MIS report**
* **Finalisation of Accounts in all aspects**
* **To co-ordinate and assist towards concurrent Audit handling for the Statutory**

**Audit purpose**

**Worked as Accounts Officer in Pioneer Poultry Group, Pongalur (2003-2006)**

* **Maintenance of Branch Sales, Branch Sales Reconciliation**
* **Bank Reconciliation, and voucher entry in Tally Sales Tax Work**
* **Attending Sales Tax Hearing**

**Worked as Accounts Officer in M/s.Ambika Cotton Mills Ltd, Dindigul (March 2001 to February 2002)**

**Nature of Business – Spinning and Weaving Mills Export of Cotton yarns.**

* **Sales Bills and Purchase Bills, Voucher entry and Bank Reconciliation**
* **Inventory Maintenance, preparation of Central Exercise Returns**
* **Preparation of MIS**

**Worked as Accounts Executive in Suryavaradh Securities Private Limited (Oct 1990 to February 2001)**

**Nature of Business – Stock Broking, Investment Consultant.**

* **Preparation of Contracts to Clients and voucher entry**
* **Verification of Share Transfer Documents.**
* **Co-ordination with Investor and Client.**
* **Preparation of monthly Service Tax Returns, Quarterly Service Tax Returns and Annual Service Tax Returns.**
* **Appearing before Service Tax Authorities for hearing and assessment for refund of Service Tax excess paid.**

**Educational Qualification:**

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| --- |
| **University/College Course Subject Year of Marks%** |
| **Passing** |
| **Alagappa University MCS Corporate May 1999 53%** |
| **Secretary ship** |
| **P.S.G.College of** |
| **Arts & Science B.A Corporate June 1990 62% Secretary ship** |

**Computer Proficiency**

**Window and M S Office, Tally ERP**

**Personal Profile**

**Mother’s Name : Late.N.Subbulakshmi**

**Date of Birth : 25th April 1970**

**Marital Status : Married**

**Language Known : To Write - Tamil English**

**To Read - Tamil English**

**To Speak - Tamil English Kannada**

**Visa Status : Employment visa valid up to April 2021**

**Strength:**

**Sincerity and dedication to work, Co-Ordinate with Group of People, and able to deliver better results.**