

SIVASUBRAMANIAN. N

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Job Objective:

To be part of a professional organization where I will have an opportunity to utilize my education, knowledge and experience, with the ability to learn, adapt and enforce new skills and methodologies in an challenging environment.

Summary:

- Energetic, self-motivated, focused & confident.
- Skilled, persuasive and adaptable.
- Team player with excellent communication skills.
- Aptitude for identifying issues and problem solving.

EMPLOYMENT CREDENTIALS:

Easy Pack Converting Industries L.L.C – RAK, UAE - Accountant (Sep 2020 to till date)

Job Profile and Responsibilities:

- Handling Petty Cash.
- Tracking and collection of cheques from Customers.
- Issuance of cheques to suppliers.
- Stock report maintaining on daily basis.
- Reconciliation of accounting statements for each customer and suppliers.
- Systematic maintenance of records by indexing and filling in chronological order.
- Reconciling bank statements with system records on daily basis.
- Passing stock entries and manufacturing entries.
- Passing Entries in Tally Prime Accounts Software.
- Passing the Payment Entry, Receipt Entry, Journal Entries in Tally Prime.
- Raising purchase orders and sales orders in system.
- Verifying and maintaining physical stock reports on monthly basis.
- Making Fund Projection Request on Monthly Basis.

Sun Global Freight L.L.C – Sharjah, UAE - Assistant Manager Finance (May 2017 to Aug 2020)

Job Profile and Responsibilities:

- Handling Petty Cash.
- Tracking and collection of cheques from various clients and vendors.
- Issuance of cheques to clients.
- Updating records on timely basis.
- Reconciliation of accounting entries.
- Systematic maintenance of records by indexing and filling in chronological order.
- Reconciling bank statements with system records.
- Handling payroll activities for staff's.
- Passing Entries in Tally Accounts Software.
- Passing the Payment Entry, Receipt Entry, Journal Entries in Tally.
- To provide timely update to senior management on concerns raised.
- Preparing P & L Statement and Balance Sheet for Monthly Wise.
- Making Fund Projection Request on Weekly Basis.

WA International – Dubai, UAE - Personal Secretary & Accounts Handling (May 2012 to Sep 2016)

Job Profile and Responsibilities:

- Handling Petty Cash.
- Tracking and collection of cheques from various clients and vendors.
- Issuance of cheques to clients.
- Updating records on timely basis.
- Reconciliation of accounting entries.
- Systematic maintenance of records by indexing and filling in chronological order.
- Reconciling bank statements with system records.
- Handling payroll activities for staff's.
- Passing Entries in Focus Accounts Software.
- Passing the Payment Entry, Receipt Entry, Journal Entries in Focus.
- To provide timely update to senior management on concerns raised.

M/S Adecco India Pvt Ltd, India - Sr.Commercial Executive (Jun 2011 to April 2012)

Job Profile and Responsibilities:

- Payment follows up and Salary release control
- Releasing all vendor related payments.
- Coordinate with client and Consultant.
- Verifying the Bank Reconciliations (BRS), Bank Payments.
- Handling Application of ERP.
- Maintaining Collection Report in Excel.
- Processing Internal Employee Reimbursement.
- Passing the Receipt Entry in ERP.
- We have conducted the client meeting & Process brief.

M/S Manpower Services India Pvt Ltd, India - Commercial Executive (Dec 2010 to Jun 2011)

Job Profile and Responsibilities:

- Invoices submission to the Client
- Payment follows up and Salary release control
- Releasing all vendor related payments.
- Coordinate with client and Consultant.
- Verifying the Bank Reconciliations (BRS), Bank Payments.
- Handling Application of Hire Craft.
- We have conducted the client meeting and Process brief.

M/S India Telecom Infra Ltd, India - Accounts officer (Mar 2010 to Dec 2010)

Job Profile and Responsibilities:

- Petty Cash Handling
- Processing of Employees Travel Bill
- Vendor payments booking in ERP.
- Releasing all vendor related payments.
- Preparing all cheques and issued to all vendors.
- Verifying the Bank Reconciliations (BRS), Bank Payments.

M/S Sterling InfoTech limited, India - Executive in Finance & Accounts (Aug 2007 to Feb 2010)

Job Profile and Responsibilities:

- Preparing Invoices and passing entries in Tally
- Verifying the Bank Reconciliations, Bank Payments and Receipts
- Petty Cash Handling
- Verification of Vouchers of Restaurant and Health and Fitness Centre
- Assisting in Preparation of Balance Sheet.
- Processing of Employees Travel Bill and Civil & Electrical Bills.
- Processing of Project Related Bills.
- Preparation of Monthly Remittance and TDS certificates
- Preparation of Monthly VAT Returns.
- Filling of TDS Quarterly E>Returns and Issuing of TDS Certificates to vendors.
- Preparation of monthly MIS and Other Reports.

ACADEMIC QUALIFICATION :

PGBM (Post Graduate of Business Management) in Mahatma Gandhi University, India (2014 – 2015).
B.Com., – Government Arts College, Tiruvannamalai, India (2004 – 2007).

TECHNICAL SKILLS :

- Database : MS Office , FoxPro, Wizard .NET
- Package : Tally 7.2 & 9 ERP & Focus

PERSONAL INFORMATION :

Father's Name	: S. Natarajan
Nationality	: Indian
Date of Birth	: 18 th May 1986
Marital status	: Married
Languages known	: English, Hindi, Tamil and Malayalam
Passport number	: T8818530 (Valid till 09 th September 2029)
UAE Driving Licence No	: 2120896

References will be provided upon request.