



A.ABUGUNALAN

ACCOUNTANT & HR MANAGEMENT

Detail-oriented, efficient and organized professional with 1+ years of experience in accounting and financial systems. Possess strong analytical and problem-solving skills to effectively make sound decisions with little direction. Able to communicate effectively with a team and very keen to develop more professional skills to contribute for the growth and development of the organization

Contact



+971 56 424 6708



abugunalan2000@gmail.com



Dubai, UAE

Skills

Analysing the Data	
Time Management	
Critical Thinking	
Communication	
Problem solving skills	
Teamwork	
Good interpersonal skill	
Great eye for detail	

Computer Proficiency

- ERP Packages
- DTP
- Tally ERP
- MS Office
- Email Management

Work Experience

Hinduja Housing Finance (Account & Admin) 2023
Kumbakonam

Job Duties & Responsibilities

Submitting the monthly report to Chief Accountant and Financial Controller.

Preparing monthly statements and supplier payment ledger

Checking and entering the all purchase bills and sales bills

Posting of all petty cash and banking transaction

Reconciliation of Bank, supplier, customer statements and intercompany transaction

Preparing the salary for the Employees at the end of the month.

Maintaining manual day book and petty cashbook in daily wise

- Proper follow up for Accounts receivables and management of accounts payable

Documentation and proper management of bills.

Ensure the company policies and standards follows.

Preparing the balance sheet of the company.

Financial Management

Sales Executive Housing Loan

Coordinating with the Accountant Manager.

Personal Info

Date of Birth : 29/02/2000

Marital Status : Unmarried

Nationality : Indian

Passport No : Y7673694

Visa Status : Visit Visa

Languages Known

English	★★★★
Hindi	★★★☆
Tamil	★★★★
Malayalam	★★★☆

Education

MBA with human Resource Management

Bharathidasan University, Kumbakonam

B.Com with Computer Application

Bharathidasan University, Kumbakonam

Higher Secondary – Commerce

Board of Higher Secondary Education, Tamilnadu

Area of Competency

General Accounting.
Accounting in ERP environment.
Payable /Receivable Accounting.
Reporting / Documentation
Inventory Control
Quick learning and adapting to all Softwares
Able to Maintaining of Fixed Assets Register.
Maintaining of Cashbook and Bank book.
Excellent knowledge of MS Office and office management software (Tally ERP9 etc.)
Preparation and verification of Invoices, Purchase Orders & Delivery Notes.
Maintaining better Communication with Bank, Suppliers and Clients for ease of operations.
Financial Management
Corporate Accounting

References

Reference Will Be Provided As Per The Request.