



RAMESH MOORTHY

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Mobile Phone: +971 555421233

EDUCATIONAL QUALIFICATION

- **MFM**–Master of financial management–Pondicherry university, Chennai, India
- **B.COM**–Bachelor of commerce–Vel’s college of science, Chennai, India.

PROFESSIONAL EXPERIENCE

East Lines Manufacturing LLC, Dubai U.A.E **General Accountant**

Feb 2018 –Till Date.

Manage all accounting operations based on accounting principles and is accountable for the financial administration of the company.

Assist the Department Head in all the financial works, like Budgeting, Cash flow, monthly, quarterly, and year-end reports, and all other reports required for financial planning.

- Keep control of the Accounts receivables and follow up for payments with the debtors
- Maintain the Cash flow and prepare the cheque to suppliers by selecting the payment dates as per the positive cash flow.
- Responsible for day-to-day operation of the accounting.
- Computation and Payment of Employee Salaries and send the list to Human resource office for approval and updating of the records.
- Publish financial statements of Monthly, Quarterly and Yearly on time
- Conduct month-end and year-end close process.
- Collect, analyze and summarize account information.
- Compute taxes and prepare tax returns, balance sheet, profit/loss statement etc.
- Reconciliation of Bank accounts, and other subsidiaries accounts.
- Audit financial transactions and document accounting control procedures
- Cooperation with external auditors to carry out annual external auditing.
- Keep information confidential and secure them with random database backups
- Keep up with financial policies, regulation and legislation.
- Other Financial management duties assigned by the Department Head.
- Preferred Tally Erp.9 Nine years’ Experience.

PREVIOUS PROFILES:

S.N	Organization	Designation	Date of Joining	Date of Leaving
1	In Touch Mena, (Web design & Advertising), Qatar	General Accountant	Jun-15	May-17
2	ETA STAR Engineering & Contracting, Qatar	Accountant	Apr-11	Apr-15
3	TCS, Service provider for Citi Bank, India	Processing Officer	Apr-07	Dec-10
4	ADFC Private Limited, Hdfc Bank, India	Junior officer	Dec-06	Sep-06
5	L&d Motors, Chennai, India	Document Executive	Feb-02	Aug-05

KEY SKILLS:

- . Communicate effectively with internal and external staff.
- . Leadership Qualities and team player.
- . Ability to work under pressure and to tight deadlines
- . Management skills, & ability to lead and motivate others, delegate work and explain ideas
- . Ability to reflect on one's own work as well as the wider consequences of financial decisions
- . Capacity for innovation.

PERSONAL INFORMATION:

Name : Ramesh Moorthy

Father's name : Moorthy

Permanent Address: 19, New Street, New street pallavaram, Chennai-600043, India

Local Address : 112, Building #5, Staff village .Dubai Industrial city.Dubai.Uae.

E mail ID : rameshmoorthy2011@yahoo.com/send2sairam@yahoo.co.in

Date of Birth : 19-04-1980

Nationality : Indian

Marital Status : Married

DECLARATION:

I hereby declare that the above given information are correct to my best of Knowledge and belief.

Ramesh Moorthy.