

# Curriculum Vitae

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## **CAREER OBJECTIVE:**

Excellent Accounting skills, with experience in Tally ERP9, dealt with customers and high level workloads within strict deadlines. Now, I am looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience.

## **EXPERIENCE:**

NAME OF THE COMPANY	POSITION	DURATION	REFERENCE
Embuild Materials LLC ETA Ascon Group, U.A.E.	GENERAL ACCOUNTANT	Aug 2017 to Aug 2019	Mr.Samiullah Owais Abubacker, CEO
BRITISH CLEAN, ETA Ascon Group, Chennai, India	ACCOUNTANT	May 2014 to May 2017	Mr.Samiullah Owais Abubacker, CEO
Marina Real Estate, Chennai, India	ACCOUNTS ASSISTANT	July 2013 to April 2014	Mr.Mohamed Rizwan, Owner

## **PROFESSIONAL SUMMARY:**

- Having over **5 years of Experience** in the field of Accounts & Finance in **INDIA** and **U.A.E.** as General Accountant.
- Strong in ERP software (Tally ERP9) and in Accounting Packages.

## **Accounts Experience:**

- Expertise in Tally ERP9 for the all the modules such as General Ledger and Inventory Modules
- Experienced in **GCC VAT, WPS-Payroll Process, TDS-Tax Deducted at Source, VAT-Commercial Tax Department, Central Excise Duty**
- Experienced in preparing of weekly Bank & Cash positions and Cash Budget statement
- Expertise in preparation of monthly **Bank Reconciliation** statement
- Experienced in controlling Debtors & Creditors and preparation of debtors & Creditors Outstanding list and reporting to Management
- Well versed in preparation of department wise Monthly Sales & Collection Report
- Expertise in reconciliation of **receivables & payables** with their respective statements
- Handling Self-Correspondence with all Business Clients, Suppliers and Banks

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## **Audit Experience:**

- **Vouching** of Cash and Bank Books, Sale and Purchase Register, Debtors Ledger, Creditors Ledger, General Ledger so as to authenticate the figures appearing in the Books of Accounts of the client.
- Experienced in Audit preparation of yearly financials in audit format and submitting to auditors for **ITR-V** auditing.
- Verification of Bank **Reconciliation Statement, Fixed Assets and Closing Stock.**

## **QUALIFICATIONS:**

- ❑ **B.Com** - Bachelor of Commerce – Jamal Mohamed College - Bharathidasan University, Trichy - India - 2013

## **ADDITIONAL QUALIFICATIONS:**

- ❑ **COMPUTER APPLICATIONS:**
  - MS – Office & Accounting Software
  - All kind of Operating Systems & Gaming Oriented

## **PERSONAL PROFILE:**

Father Name : M.MOHAMED RAWTHER  
Address : Adirampattinam, Thanjavur - Dist.,  
Tamilnadu, India.  
Date of Birth : 03<sup>rd</sup> Mar, 1993  
Nationality : Indian  
Marital Status : Married  
Languages Known : Tamil, English, Basic Malayalam & Basic Hindi.

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