

 **Visa Status:** Residence Visa

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# Prakash Ramaswamy

## Executive Summary

Professional accountant with over 8 years of experience in the field. Skilled in Book keeping, payroll processing, problem-solving, and auditing in work environments serving as few as 20 employees or as many as 150+. Highly skilled in all aspects of accounting, including monthly bank reconciliations, expense tracking, Month-end and Year-end reporting and annual audit. Proficient in all major accounting software platforms and quick learner in adapting to new applications. Ability to work effectively in either a team or individual setting.

Hands-on experience in handling tasks involved in auditing departmental pay authorizations along with excellent knowledge of handling accounting systems and evaluation of wages and salaries. Seeking the position of a Accountant in a renowned organization.

## Career Timeline

**Jan 2003- Aug 2011**

Junior Accountant  
**Classic Systems,  
Puducherry, IN**



**Dec 2019 – Present**  
Senior Accountant - Manager  
**Fluyt Security Systems &  
Installations LLC.  
Dubai, UAE**



**Nov 2011 - Nov 2019**

Senior Accountant  
**AMT Pvt. Ltd.  
Chennai, IN**



## Recognized For

- Comprehensive knowledge of payroll systems and processes as well as human resource benefits
- In-depth knowledge of payroll and tax processing, account reconciliation. Distinction of preparing annual budgets, preventing revenue leakages, undertaking new business initiatives, contractual amendments, Penalty/Rewards working based on project milestones and SLA achieved.
- Proactive in preparing reports with a view to highlight the shortcomings and implementing/suggesting necessary recommendations by evaluating internal accounts and procedures.
- Skilled in calculating percentages and ratios with excellent knowledge of mathematics and statistics
- Preparing and maintaining ledgers & performing Bank statement Reconciliation.

## Signature Skills

- TAX/VAT Processing
- Payroll & Bank Statement Reconciliation
- Attendance system & Audit
- Payroll Processing



- People Hour Management
- Overtime Calculations
- Cash Control Procedures
- Financial Audits
- Depreciations
- Budgeting & Forecasting
- Vendor / Stakeholder Management
- Employee Visa Processing
- Invoicing
- Audits & Compliance

## Scholastics

**June 1996 - June 2002**

Bachelor of Commerce & Bachelor of Education  
**Pope John Paul II College of Education**  
**Pondicherry University**

## Certifications

- 2013** - Leadership Skills Development
- 2000** - Microsoft Office (Suite)
- 2000** - Diploma in Computer Applications (DCA)

## Technical Expertise



**Payroll Softwares:** Gusto 4.0 (3v), Quandle, Zoho, SumHR, SAPPay



**OS & Tools :** Windows Vista, Win XP/2000/2003/2008/2012, Zoho, QuickBooks, and tally.

## Work Experience

### Classic Systems, Pondicherry, 2003-2011

#### Key Deliverables

- Processed company documentation, such as invoices and payment checks.
- Managed all purchase orders and monitored company budget by controlling project expenses.
- Performed administrative tasks, including filing, reporting, tagging fixed assets, etc.
- Completed the general ledger with payroll entries.
- Maintained flawless communication with the management

### Ahobilam Malolan Tours Pvt. Ltd., Chennai, 2011-19

#### Key Deliverables

- Prepare Monthly Attendance format and send to Branches and Co-ordinate with all Branches to obtain timely Monthly attendance, new joinee, resignee, status changes information every month, check for discrepancies & ensure timely correct disbursement of salary to each Branches employee.
- Check salary register with attendance input and HR Input sheet verify transfer Bank Account, salary advance, OT and additional Payable and Deduction.
- Check reports of statutory dues including TDS, Prof. Tax, Provident fund, ESIC etc.
- Solving Help Desk queries relating to salary (attendance).
- Preparing reports required Regional Manager . Departmentwise reports, Locationwise PT report , variance report, comparative payroll summary
- Processing of Full & Final settlement of resigned employee.
- Handelling Petty cash West Region 5 Branch (Aurangabad, Lonavala, Nagpur , Nashik and Pune Branch) checking Voucher and upload in navision.

### Fluyt Security Systems Installations LLC., Dubai, 2019- Current

#### Key Deliverables

- Preparing and maintaining General Ledger
- Preparing Financial reports and analyzing
- Generating Balance sheet and P&L Statement
- Handling Visa Processing & Budgeting
- Preparing Invoices for Customers
- Performing Audits
- Maintaining Accounts Payables & Receivables
- Handling customer payments, Payment collections & Banking Activities