



K.T. BALAJI

Dubai|UAE

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CAREER OBJECTIVE

"I am seeking an opportunity to merge my initiative, enthusiasm with **8+ years** of proficiency to add value, both to the organization and to myself. To aim at expanding my horizons and developing skills in the field of **"Finance & Accounting"** and to work in a dynamic environment that provides opportunities for my growth."

AREAS OF INTEREST

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Accounting | <input checked="" type="checkbox"/> Account Payable/ Receivable | <input checked="" type="checkbox"/> P & L Analysis |
| <input checked="" type="checkbox"/> Payroll | <input checked="" type="checkbox"/> MIS Reporting | <input checked="" type="checkbox"/> Projects Cost Control |
| <input checked="" type="checkbox"/> Database Management& Book Keeping | <input checked="" type="checkbox"/> Cash Management | <input checked="" type="checkbox"/> Cashier |

EDUCATION CREDENTIAL

DEGREE	INSTITUTION	YEAR	PERCENTAGE
M Com	Sourashtra College(Autonomous), Madurai	2013	69%
B Com	Sourashtra College, Madurai	2011	66%

TECHNICAL SKILLS

Operating System : Windows 2000/XP/7/8.1/13
Design Packages : Tally 9, Orion Software, CCNB Oracle Software
Office Packages : MS Office, Excel (VLOOKUP, Pivot Table)

WORK EXPERIENCE

TOTAL: 8 YEARS

Allen Electrical Services FZC, Ajman, UAE

Nov 2020 To Dec 2021

Designation :Cashier-SEWA (Sharjah Electricity & Water Authority) -Project

Allen is a leader in optimized resource management. We at Allen provide innovative solutions for Integrated end to end customer support services, Cost Management and infra-structure maintenance empowering businesses in regions We carry precise working that facilitates the financial objectives of our clients drive rewarding. Allen provides an array of encapsulated solutions connected with Electrical engineering services, inventory management, Front desk support with customized solutions for clients (SEWA)Cashier, comprising Connection, disconnection, Renewal, closure of accounts along with Utility meter reading (Electrical, Water & Gas meter).

Roles &Responsibilities: -

- ☒ Experience in using the software CCNB.
- ☒ Provides a positive customer experience with fair, friendly, and courteous service.
- ☒ Explaining the details of bills to the customers and keeping up to date the customers about the rules changed by the SEWA.
- ☒ Collecting cash from customers for the utility bills of electricity, water and gas, updating it to the System, and giving receipt for the same to the customers.
- ☒ Entry of Government Cheque of more than 2000 accounts at a time in the system and manually distributing electricity and water balance to the system.
- ☒ Prepares Working sheet for collection report on daily basis.
- ☒ Performing Daily physical cash handle verification more than AED 200,000.

Electro Rak LLC, Ras Al Khaimah, UAE

Jun 2017 To Sep 2020

Designation :Junior Executive- Accounts cumCost Accountant

"Electro RAK LLC is Leading MEP Contactors in Northern Emirates Located in Ras Al Khaimah. It has five group Companies Emirates Heavy Engineering, Rak Fabrication LLC, Encom Trading LLC, Rak Industries LLC &Electro Rak India Pvt Ltd.

Roles &Responsibilities: -

- ☒ Prepares Monthly Financial Statements.
- ☒ Assists with External Auditor during year financial Audit.
- ☒ Prepares WIP Reports for Contracting Companies on Monthly basis.
- ☒ Effectively Control Project Cost through updated data monitoring.
- ☒ Preparing and Verifying Projects Invoices, Payment Certificates, Petty Cash, Bank Entries, Material Receipts, Journal Entries on daily basis.
- ☒ Processing and closing all store related documents on daily basis.
- ☒ Plan and arrange Supplier Payments as per payment term considering Cash Flow.
- ☒ Performing Daily physical cash verification and Managing Petty Cash.
- ☒ Performing proper book keeping of all Financial Documents and retrieve them as and when required.
- ☒ Prepares Working sheet for VAT Return filing on quarterly basis.
- ☒ Preparing monthly payroll and distribute the same through proper channel on time.
- ☒ Ensure that customers and suppliers reconciliations are done periodically.

“SKR Construction is into planning, designing and construction of many Individual Villas. They are keen in analyzing the clients and wishes at high priority. They are into Real Estate business in TamilNadu, India promoting bulk area of land in whole sale rate.”

Roles & Responsibilities: -

- ☒ Providing reliable and relevant information for organizing and allocating funds. Controlling capital expenditures in all departments improving transparency and accountability.
- ☒ Processes payments and documents such as invoices, journal vouchers, employee reimbursements, and statements.
- ☒ Manage and prepare all invoices on day-to-day basis and sent it for approvals.
- ☒ Evaluate and reconcile all statements and manage all inquiries.
- ☒ Manage and verify all expense reports and ensure compliance of it with company policies.
- ☒ Responsible in maintaining and updating all account payable data and ensure accuracy in general ledgers.
- ☒ Evaluated all account payable balance and resolved all unpaid invoices issues.
- ☒ Performed monthly inter-branch transactions; reviewed and researched overhead statements for accuracy during month-end, working with department managers.
- ☒ Verify items billed against items ordered, received, and reconciles differences through follow-up with the vendor and/or other employees.
- ☒ Enter, update, and/or retrieve accounting data from automated systems.
- ☒ Disburse funds using manual/local warrants or petty cash and makes change according to specific instructions.
- ☒ Prepare financial accounts and related documents.
- ☒ Prepare and disburse payroll of Employees on time.

ACHEIVEMENT

- ☒ Through Properly Organised Follow-up, reduced Bad Debts of Company.
- ☒ Contributed heavily to enable Company MIS Reports.
- ☒ Achieved 'A' and 'B' certification for active participation in NSS - School Level.
- ☒ Responsible in conducting Blood Donation Camp, NSS Special Camp.
- ☒ Achieved Best NSS Award and NSS Student Award at Sourashtra College, Madurai - 2011.

CORE COMPETENCIES

- ☒ Professional, growth oriented, easy adaptive and quick learner.
- ☒ Talented, independent, responsible, hardworking and efficient in analytical complex solving issues.
- ☒ An extrovert with very good blending capabilities.
- ☒ An absolute team player with good communication skills.
- ☒ Ability to deal with a diverse range of cultures and nationalities internationally.
- ☒ Highly competent self-motivated, hardworking with the ability to rapidly learn and apply new skills

PERSONAL DETAILS

Name	K.T.Balaji	Marital Status	Married
languages	Tamil, Hindi, Sourashtra&English	Date of Birth	29-12-1990
Sex	Male	Visa Type	Visit Visa
Nationality	Indian	Passport No	P0913470
Age	31	Native Place	Madurai, TamilNadu

DECLARATION

I(K.T. Balaji)hereby declare that the above information given by me is true to the best of my knowledge.

Place:
Date:

Yours Sincerely,
(K.T. Balaji)