

T.ELTON RAMESH

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CAREER OBJECTIVE - ACCOUNTANT

I am an **ACCOUNTANT** Working with Accounts & Finance Sector (4 Years Worked from Gulf Countries) with Ledger Process, Reconciliation and streamline Reports. Intend to build a career with leading corporate Hi-Tech environment with Committed & Dedicated People, which will help to explore myself fully and realize my potential in Accounts Department.

HIGHLIGHTS

- 1) Accounts Receivable
- 2) Accounts Payable
- 3) Co-Ordination of VAT & Income Tax Return Filling
- 4) Petty Cash Maintaining
- 5) Co- Ordination of Stores Inventory Related Issues
- 6) Office Administration Work with Employees Salary WPS Process and Leave Salary,7) Posting Purchase, Sales, Payment, Receipts and Journal Entries.
- 8) Customer Enquiry Based Prepared PO, DO, Invoice and Payment Follow up.
- 9) Preparing T/B, Balance Sheet & P&L A/c
- 10) Co-ordination of annual financial Auditing
- 11) Keep Record Everything and Preparation of the below Month End Reports:-
(**BRS, Sales Closing Report, Expenses Report, Stock Position Report, Collection Report, Item wise Movement Analysis Report, Price Difference Report, Customer & Supplier Outstanding Report, Co Ordinate Inventory Reconciliation Report, PDC Cheques in hand Report, Customer wise Movement Analysis Report**)

TECHNICAL QUALIFICATION:

Accounting Package	Tally ERP 9.0 and Navision software
Packages	M S Office – Excel, Word, Power Point & Outlook
Operating Systems	Microsoft Windows XP, 2008

PROFESSIONAL QUALIFICATION:

Year of Passing	Degree	Institution
2010-2012(Pursuing)	M.Com	Alagappa University
2003-2006	B.Com	Manonmanium Sundaranar University

EDUCATIONAL QUALIFICATION

Year of Passing	Qualification	School
2002-2003	HIGHER SECONDARY	St.Aloysius Higher Secondary School .T.Kallikulam

PROFESSIONAL WORK EXPERIENCE: -

Designation : Accounts Executive - OMAN
Organization : DEYYAR INTERNATIONAL LLC
Al Mabela South , PC 122, **MUSCAT, OMAN**
Period : 1 June 2019 to 2nd June 2021

Job Description

- Tally ERP 9, A/P, A/R, General Ledger's and Employees Salary Preparation with WPS Process
- Managing all accounting movements - Check all transactions, assign them, and / or migrate them, and reconcile them (posting and process journal entries recording all work movements)
- Preparation of Trail Balance, P & L A/c & Balance Sheet on Quarterly Basis.
- Preparation of Quotation, PO, Delivery Notes, Tenders, Purchase & Sales Records, Letter of Credit, Petty Cash Statements, Invoices, and Quotation, Etc.
- Follow-up accounts receivable - aging report client generation, Account statement, timely circulation of SOA, follow-up on payments, collecting balance confirmation in accordance with company policies and developing good relationship with clients' financial staff.
- Co-ordination of annual financial statements along with relevant schedule.
- Monitor the credit terms of clients and coordinate with the chief accountant to take timely action
- Follow-up on credit accounts - settling all supplier accounts, collecting all invoices in a timely manner, preparing payments in accordance with agreed credit terms, and collecting balance confirmation
- Ensure that cash is presented daily, checks outstanding checks are deposited in the bank (including PDC), for collection and preparation of bounced check list, and coordination with the head office.
- Petty cash management - handling petty cash, providing vouchers in a timely manner to HO, reimbursement and adhering to HO policies.
- Document management - Manage expiration documents - Commercial License, CR, PP copies etc. and ensure full control over credit.
- Calculating taxes and preparing tax returns (for applicable taxes, including. Value Added Tax)
- Prepare proforma invoices and send timely statement of accounts to customers
- Responsible for entering financial information and maintaining all financial records for program and for the organization.
- Liaise with other colleagues to close the books and manage workloads and deadlines.
- Preparation of daily cash flow projections.
- Maintain, review and reconcile bank accounts and statements
- Secures financial information by completing database backups.
- Other duties as assigned by the Chief Accountant.

- Coordinating with the legal internal audit and the group's internal audit, and preparing a draft Dealing with the monthly, quarterly and annual closings.
- Support chief accountants in preparing budget forecasts and monthly review of expenses against budgets. Preparation of Customers Collection Reports, suppliers age wise Payable Reports
- Preparation of Payment process and Required Documents

PROFESSIONAL WORK EXPERIENCE:-

Organization : **NATIONAL PLASTIC FACTORY, PO Box 4224, Al Hail Industrial Area, Fujairah, UAE**

Designation : Accounts Assistant cum Sales Co Ordinator – UAE

Period : **6th June 2015 to 19th July 2017**

Job Description

- Doing Day to Day Accounts Activities in TALLY ERP 9 and Report to Finance manager and Management.
- Preparing Debtors age wise Overdue Outstanding Statements and issue to Salesman and Collecting the Sales Cash & Cheque's and booking Necessary Entry in Tally and the same be deposited to Bank.
- Tracking all Clearing Expenses Contract wise and P&L wise Reconciled.
- Preparing Weekly and Monthly Collection Reports, Reported to Finance manager and Management
- Preparing Bank Reconciliation Statement weekly Basis sending to Finance Manager.
- Preparing Suppliers age wise outstanding Statements and verifying Payments Terms and condition And getting approval from Management and Making the payment voucher then issue the Payments
- Preparing Monthly Miscellaneous Payment (Telephone bills, office expenses) timely issued
- Petty cash for daily basis, important expenses will be get approval from Finance Manager and Making petty cash voucher
- Preparing Daily Sales Report and Monthly Sales Closing Report submitted to Finance Manager & Management
- Preparing Salesman Customer wise Movement Report month wise sending.
- Quartly wise Price List Q1,Q2,Q3,Q4 follow up to Sales Manager and Verified to Daily Invoices, if any Price Difference coming will be make debit note
- Preparing Monthly Price Difference Statement and Submitted to Finance Manager
- Monitoring the Sales return, if getting sales return confirm to stores manager and booking CREDIT Note to adjust customer bill wise.
- Daily sales cash and cheque collected by Sales man and Booking Necessary Entry in Tally and the same be deposited to Bank.
- Coordinating of Supplier LTR & LC Payments.
- Coordinating of Employees Salary with WPS Process and submitting to Bank
- Coordinating of Employees Paid Leave Settlement & Final Settlement and approval getting from management and issue the payments.
- Coordinating of Year End Auditing, internal Auditing for Inventory & Financelation.

- Co Ordinating of Inventory Reconciliation and Report to Management
- Other Duties as instructed by Management from time to time.
- Credit Application form and Relavent document getting from Customer and verified by us and getting approval from Management.

PROFESSIONAL WORK EXPERIENCE

Designation : **Branch Accounts & Commercial Executive**

Organization : AR.A.S.MOTORS PVT LTD

Period : October 2013 to December 2014

Job Description

- Verifying Finance Amount and deposited to Bank, Booking New Car Purchase Invoice & New Car Sales Invoice.
- New Car 'Price' Verifying and confirm to Commercial Manager then Co ordinate to Sales Team.
- Document Control -Various Schemes Verified and Confirmed New Car Sales Amount
- Stock Maintaining in 'NAVISION' software in our Company Books.
- Accounts Receivable Daily Monitoring & Follow up on customer billing and payments build strong relations ship with customers. and have aggressive collections skills. ensure timely collections
- Accounts Payable timely & co ordination with all vendors based on reconciled statement of account and appropriate invoices and supporting and maintaining good relationships with vendors and operational personal.
- Preparing TDS Calculation for Contractors & Booking JV and inform to Headoffice Calculation Monthly Service tax Payments and Details sending to FinanceManager,
- Bank Reconciliation Statement and Monthly 'SCP' Closed. and Verifying Previous Month SCP Price and Current Month SCP Price because Previous Month SCP Price was taken Previous Month Price Only.
- Control Petty Cash through bills and Office Administration Work & Day to Day Accounts activities, Preparation of Account Statement for Vehicle Value Calculated.
- General Motor India Ltd Scheme Document Preparation, Preparing Insurance Calculation, RTO Calculation and filling of form 20, Making the Documents, Sales Executive Incentive Preparation and mailed to Finance Manager and issuing the Payments, File Maintenance.

PROFESSIONAL WORK EXPERIENCE:-

Designation : **Accounts Executive**

Organization : **FLUID POWER HYDRAULICS INDIA PVT LTD**

Period : **June 2012 to August 2013**

Job Description :

- Preparing Monthly Sales Tax Return, E- Return Filling and Return Submitted to Sales Tax Office and collecting 'C' forms and Issuing "C" forms.
- Preparing Monthly Receivable's & Payable's Outstanding and Payment Follow up to Debtors
- Preparing TDS Calculation and E Filling,(26Q& 27A Filling),
- Preparing Monthly P&L, Balance Sheet & Schedules, Report Sending to Accounts Manager
- Preparation of Monthly Service tax Calculations and Payment issued then challan issued by Auditors.

- Bank Reconciliation Statement and Intercompany Reconciliation
- Maintaining Petty Cash and Office Administration Work & Day to Day Accounts activities, Book Keeping and making E- Payments.
- Year ending financilation of account co ordinate to Accounts Manager

PROFESSIONAL WORK EXPERIENCE:-

Designation : **Accounts Executive**
Organization : **GOLD TELEVISION NETWORK PVT LTD**
Period : **April 2008 to May 2012**

Job Description :

- Preparing TDS and Filling of form 26Q,27Q & Issuing Form 16A
- Preparation of Import & Export Banking Documentation & Remitted to Bank (Form A2,15CA & 15CB),Bank Reconciliation Statement
- Preparing P&L, Balance Sheet ,Schedules and Co Ordinate to Auditors
- Controlled of Program Agreements and Documents
- Controlled of Vendor Payments and Collecting Supplier Payments.
- Preparation of MIS report.
- Banking Works(RTGS, FD,OD& liasioing with banks)
- Office Administration works (Employee Salary, Preparing Monthly Outstanding Payments, Petty Cash & Book Keeping)
- Making of Cheques & Vouchers,

PROFESSIONAL WORK EXPERIENCE - Audit Assistant

Organization : GNANA MICHAEL AMARAR JOTHI
Chartered Accountant
M/s. Michael Associates, Vallioor, Tirunelveli District- 627 117

Designation : Audit Assistant
Period : **1 Year and 4 Months (September 2006 to December 2007)**

Job Description: Internal Audit for District Forest Office
Vouching of Payment, Receipt, Sales, Purchase and Journal Vouchers, Preparation of Financial Statements (Balance Sheet, Profit and Loss account), Finalization of Individual and Firm Accounts, Preparation of Income Tax Statements

PERSONAL DETAILS:

Father's Name : S.A.Thavamani
Date of Birth : 26.07.1986
Passport No : U0622576
Nationality : Indian
Marital Status : Married
Languages Known : Tamil,English,Malayalam &Hindi will be learn.

The Above information is true in my best of my knowledge.

Place: Yours Sincerely

Date: T.ELTON RAMESH