

CURRICULAM VITAE

VENKATESAN.S

ACCOUNT ASSISTANT/ADMINISTRATION

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Seeking Assignments in Accounts/Administration/Data Entry

CAREER OBJECTIVE

Seeking a challenging position in your esteemed organization. Contribute skills at an acknowledged work place where my knowledge and experience can be shared and enriched. Looking for an opportunity where my skills can get a platform to perform and receive gratitude and career growth.

PROFESSIONAL EXPERIENCE

Company: Al Mazroui Supplies & Contract Management

Duration: Sep 2019 to Nov 2021

Position: Account Assistant & Document Controller

Place: Al Sila, Abudhabi



Job Profile – The main responsibilities includes

- Prepare and analyze account payables and receivables, ageing reports and reconciling/follow up of the same with the clients.
- Check and verify accounting entries of source documents such as invoices, Delivery Orders, Work Completions. Cash Vouchers, credit and debit notes, petty cash vouchers etc.
- Confirm and coordinate with the auditor.
- Documents financial transactions by entering account information.
- Maintaining Store stock and Petty Cash
- Checking and Creating Invoices.
- Preparing Weekly and Monthly Maintenance Reports.
- Planning PPM for equipment's on regular basis
- Ensuring safety & quality as per the company standards, Assigning & monitoring task to the site staff, report the progress of work to the Project Manager.

Company: Medrona Medical Billing Pvt Ltd.,

Duration: August 2015 to April 2018

Position: Business Process Executive

Place: Chennai, India



Job Profile – The main responsibilities includes

- Data Entry Process (BPO) (Non-Voice)
- Software Handling (Client Software Type –Aprima)
- Maintain Client details and update weekly report to client
- Handling a Team to complete a task within period
- Report submitting to Manager Every Week & Monthly wise.

SKILLS

- Strong team player and self-motivated
- Highly developed time management ability and able to prioritize effectively
- Accountability for assigned work

EDUCATION

- Master's in Business Administration with Specialization in Finance and Human Resource management (2014)
- Bachelors of Commerce (2012)
- Commerce Studies (2009)

SOFTWARE SKILLS

- Tally ERP 9, MS Office, QuickBooks, CAFM, Operating Systems, Typewriting

PERSONAL DETAILS

Languages	: English, Tamil & Beginner in Hindi & Malayalam
Marital Status	: Single
Passport Details	: No: S5244100 / Expiry 19/07/2028
Visa Status	: Visit Visa

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

DATE :

PLACE:

VENKATESAN.S