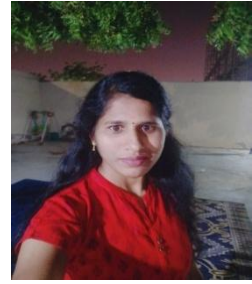


KALAIYARASI PANDIARAJAN

Email: kalaipandikkd@gmail.com

Phone: 971-509677132



Summary

Capable Accountant successful at managing multiple projects and consistently meeting deadlines under pressure. Skilled in regulatory reporting and accounting operations & provide quick responses to financial inquiries from internal management and potential clients. Provide administrative support to managers & employees and manage company's general administrative activities.

Skills

- Accounting Receivable / Payable
- Bank Reconciliation Statement
- Bill Wise Details
- Debit Note & Credit Note
- Cost Centre & Category
- Price Level & List
- Different & Actual Bill Quantity
- Job Costing
- Multi Currency
- Interest Calculation
- Order Processing & Tracking System
- Batch wise Details
- Point of Sales (POS)
- VAT, TDS, TCS, Service Tax
- Payroll
- Journal Entry
- Balance Sheet

Executive Summary

- Strong knowledge in **C, C++, Java , HTML, Tally**
- Excellent interpersonal skills, ability to work well with others, in both supervisory or development staff roles.
- Good understanding of Object Oriented Design concepts including Design Patterns.
- Quick learner, able to grasp new ideas, concepts and methods
- Solid understanding of business needs and requirements.

Professional Experience

SALINA TRADING CO LLC, Jumeriah Lake Towers, Dubai – UAE Cost and Finance Accountant
12-Jan-2020 to 31-Jan-2021

- Should be independently capable to close accounting books with auditors and finalization.
- Accounting, Analyzing Information, Attention to Detail, Deadline-Oriented, Confidentiality, Thoroughness, Financial Software.
- Creating all company transactions and entries in the accounting software's.
- Preparing Bank Reconciliation Statements for all accounts. Maintaining all the records and filing as per the company policies.
- Prepare financial entries and reconciliations on company approved accounting software
- Supervise the cash section, review bank statements and all other balance sheet reconciliations.
- Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report.
- Prepare all general Ledger account balances, monthly financial statements including the monthly trial balance, income and expenditure statements and balance sheet.

- Prepare and or review monthly, quarterly and annual financial statements.
- Co-ordination with the company's external auditors including analyzing and scheduling of general ledger accounts and providing information for auditors.
- Coordinating with banks, related parties and other staff.
- Preparing Invoices, Drafting letters, Bank applications and other documents.
- Preparing General Admin Letters
- preparing payments for suppliers
- Preparing the monthly and annual reports for customer and management .All accounts related work i.e; making JV, PV, RV and Petty cash.
- Compiling all related companies and customer portfolio's records in accounting books and accounting software.
- Internal audit and supporting auditors with the external audit process.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Prepares payments by verifying documentation, and requesting disbursement.
- Enforcing adherence to requirements, and advising management on needed actions
- Formulate and implement the organizations financial plans, and keep-up-to date accounts record.
- Advice management about issues such as resource utilization, tax strategies and assumption underlying budget forecast
- Creating periodic reports, such as balance sheets, profit & loss statements, etc.
- Issue purchase order and follow up with supplier for production and get Import Purchase documents.
- Filing VAT Return in FTA portal and make payment and apply Refund.
- Prepare monthly reports, Cash flow statements, outstanding statements and send to Management.
- Arrange Salary statement and make salary payment to staffs through WPS system..
- Handle Renewal of Trade License and Establishment Card and same update to all bank accounts.

James & Co, Karaikudi, India
Finance and Admin Assistant

May'14 – June'19

- Develop detailed forecast models against budgets based on key indicators, increasing accuracy of short- and long-term earnings estimates.
- Produce financial reports evaluating completed projects, identifying current trends and evaluating variances. Compile data & generate financial statements including cash flow, P&L, and balance sheet for review by management.
- Monthly financial activities such as month end closing, balance sheet account valuations and reconciliations, expense budgeting and forecasting, long range planning, and expense allocations to product lines.
- Monitor and control accounting procedures.
- Control inventory from ordering supplies and merchandise to setting prices.
- Provide financial advice on budgeting decisions that support business strategies.
- Generate weekly material tracking and labour charging reports and present the results to management
- Administer petty cash fund
- Invoice and Delivery Note preparation for customers & Payment Follow up
- Purchase order preparation and send to supplier and subcontractor
- Answer & direct phone calls, Organize & schedule appointments.
- Order office supplies & research new deals and suppliers.
- Provide general support to visitor & clients.
- Lease with suppliers to handle requests and queries from managers & engineers.

Capital Tree Team, India
Assistant Auditor

May'11 – June'12

- Establish, implement and monitor accounting policies and procedures

- Analyze financial condition of the company by collecting and interpreting financial data
- Create special reports and ensuring adherence to tax regulations
- Filing tax returns on time and update the management about new changes in rules
- Develop and enforce internal controls in accounting system

Educational Qualification

- ❖ **M.Sc Computer Science** (2012-14) from Alagappa University, Karaikudi.
- ❖ **B.Sc Computer Science** (2008-11) from Sri Saratha Niketan College for women, Amaravathipudur.
- ❖ **Intermediate** (2007-2008) from St.Marys (G) Hr.Sec.School.
- ❖ **SSLC** (2005-2006) from Govt. High School, Gopalapuram.

Additional Qualification

- ADIT: ADVANCE DIPLOMA IN INFORMATION TECHNOLOGY
- TALLY

Technical Proficiencies

Operating Systems	: Windows XP, 7, 8, 10
Languages	: C, C++, Java, HTML
Database	: SQL Server, Oracle
Package	: Tally 9 & Tally. ERP 9, Tally Prime, MS OFFICE

Professional & Interpersonal Skills

- Excellent written and verbal communication skills
- Proven leadership skills and ability to motivate the team
- Assertive Confident person

Personal Details

Nationality	:	Indian
Date of Birth	:	07.03.1991
Languages Known	:	English, Tamil
Gender	:	Female
Marital Status	:	Married
Visa Status	:	Residence Visa (Husband Sponsored Visa)