

# SHANKAR

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## **PROFILE SUMMARY**

To establish myself in a stable and well reputed company where I can utilize my skills and talent that would contribute to company's growth and success with my hard work, commitment and dedication

## **SKILLS**

- Excellent inter personal skills
- Possess excellent Employee Welfare, co-ordination and Reporting Skills
- Leadership quality and flexible according to the situation
- To meet objective said by the Company
- Excellent communication Skills
- Ready to work as a part of a team
- Committed to work with Dedication and Responsibility
- Able to multi-task and prioritize work effectively

## **PROFESSIONAL EXPERIENCE**

**Staff Accountant**  
**Medusind Solution**

 **Chennai, India**

**Jun 2019 – Jan 2020**

- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable and issue invoices
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist with reviewing of expenses, payroll records etc. as assigned
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepare and submit weekly/monthly reports
- Assist senior accountants in the preparation of monthly/yearly closings
- Other related tasks like supervising accountants
- Assist with the preparation of financial statements
- Prepare and file local compliance reporting as necessary
- Track and monitor accounts receivable
- Issue and prepare invoices
- Track and monitor accounts payable
- Update financial data in a timely manner

- Develop and maintain existing client relationships.
- Interact and correspond with prospective clients.
- Identify, develop and maintain relations with potential clients to drive billed revenue for attaining set revenue targets.
- Develop and execute yearly formal business plan for assigned territory.
- Schedule sales visits regularly in territory to provide apt accounts coverage.
- Indentify key business and clinical challenges.
- Direct development of client customized solutions.
- Draft client service agreement providing details on scope of service and compensation.
- Negotiate with client to execute contact.

### **EDUCATION**

- Higher secondary Education
- Bachelor of Business Administration
- Worked in MS office

### **LANGUAGES**

English	●●●●●
Hindi	●●●●●
Tamil	●●●●●
Marathi	●●●●●

### **PERSONAL INFORMATION**

- Nationality: Indian
- Marital Status: Single
- Year of Birth: 1997
- Interests: Volley Ball, Dreaming, Book Reading