**CURRICULAM VITAE**



**VELMURUGAN PALRAJ**

**CONTACT DETAILS**

🕾0091-9840757850 – (MOBILE)

🕾0091-4422761393 – (HOME)

**Email ID:**

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[**velmuruganpalrajkip@gmail.com**](mailto:velmuruganpalrajkip@gmail.com)

**PRESENT ADDRESS:-**

Door No.7/5, West Kalmandapam Road,

Royapuram, Chennai – 600 013, Tamil Nadu, India

**CAREER OBJECTIVE:**

To pursue a career requiring strong analytical and organization skills in a progressive enterprises and to grow with the company in terms of knowledge, status and stature. **(Around 8 Years’ Experience in India & Bahrain)** To obtain a challenging career as an **Assistant Accountant & Accounts Executive** in a well reputed organization where I can deploy my experience and skills for continuous experience Capable of working under pressure and flexible in understanding the new concepts.

**PROFESSIONAL EXPERIENCE**

**ACCOUNTANT (28th December-2014 to 31st July-2017)**

**AL MANAR BAKERY & SUPER AL MANAR CONSTRUCTION, BAHRAIN**

* Daily Sales Invoice, Purchase Bills Enter in the Tally
* Monitor customer account details for non-payments, delayed payments and other irregularities. Preparing the Brach wise Report to the Management.
* Maintain Account Receivable customer files and records.
* Follow up on, collect and allocate payments.
* Purchase Order Preparation
* Reconciliation the Vendors Statement on the Monthly Basis
* Maintain the Petty cash & Reconciliation of BRS on the Monthly Basis
* Balance Sheet Preparation
* Preparation of Bank Payment Vouchers & Cheque
* Manage **170** Employee’s full details with different nationalities, Division.
* Maintain employee information in files, such as personal data; compensation, benefits.
* Prepare the monthly Employee’s Termination & New Joiners report.
* Preparation of payroll by calculating all time details and related duties.
* Create a final settlement when employees leave the company permanently.
* Handling all confidential information in a professional manner.
* Maintain an up to date payroll of all employees’ details such as change in salary or Allowances, absenteeism, sick leave, loans.
* Maintain Project Wise Expenses and Reports

**ACCOUNTS EXECUTIVE (02nd January 2014 – 21st December 2014)**

**SATVAT INFOSOL PVT. LTD {CHENNAI, TAMIL NADU, INDIA}**

* Monthly Vat (Sales Tax) Preparation.
* Vendors Reconciliation.
* BRS Reconciliation.
* Report Generation Monthly Basis & Balance Sheet Preparation.
* Maintain the Bank & Cash Book.
* Maintain & Finalize the Travel Reimbursement Settlement.
* Maintain the Petty Cash.
* Cheque preparation.
* Payment Follow up the Debtors.

**ACCOUNTS EXECUTIVE (01st August 2013 – 31st December 2013)**

**DIONYSUS RESTAURANT PVT. LTD {CHENNAI, TAMIL NADU, INDIA}**

* E-Filing of Monthly Vat (Sales Tax) Returns.
* Preparation of Monthly Service Tax.
* Purchase order preparation
* BRS Reconciliation.
* Debtors & Creditors Reconciliation
* Report Generation Monthly Basis
* Maintain a Branch Accounts.
* Follow-up the Vendors Payment
* Maintain the Petty Cash.
* Maintain and Prepare the Stocks.
* Cheque preparation.
* Preparation of TDS Monthly Basis.
* Balance Sheet Preparation

**Assistant Accountant (13th July 2009 – 31st May 2013)**

**KMS PLASTWORLD PVT. LTD {CHENNAI, TAMIL NADU, INDIA}**

* E-Filing of Monthly Vat (Sales Tax) Returns.
* Preparation of Monthly Service Tax.
* Daily Sales Invoice & Purchase Bills Enter in the tally
* Purchase order preparation
* BRS Reconciliation.
* Debtors & Creditors Reconciliation
* Follow-up the Vendors Payment
* Balance Sheet Preparation
* Maintain the Petty Cash.
* Stock Maintaining in the Tally & Excel.
* Cheque preparation.
* Preparation of TDS Monthly Basis.
* Maintain the Bank Book

**PERSONAL INFORMATION:**

* Father Name : Palraj. E
* Date of Birth : 17.06.1989
* Nationality : Indian.
* Religion : Hindu.
* Marital Status : Single.
* Gender : Male.
* Languages Known : Tamil, English

**EDUCATIONAL QUALIFICATION:**

* Passed Graduation B.Com. THIRUTHANGAL NADAR COLLEGE in the Year 2009.
* Pursuing Graduation M.Com. University of Madras.
* Passed 12thExam. From Tamil Nadu State Board in the Year 2006.
* Passed 10thExam. From Tamil Nadu State Board in the Year 2004.

**COMPUTERS EXPERIENCE**

* MS Office (Word, Excel Power point)
* Tally ERP 9.46 rel.
* Internet ,Outlook
* Computer Hardware & Networking

**TECHNICAL SKILLS**

* TYPEWRITING CERTIFIED (ENGLISH) – LOWER
* TYPEWRITING CERTIFIED (ENGLISH) - HIGHER

**PASSPORT DETAILS**

* Passport No. : J1472580
* Date of Issue : 29 – OCTOBER – 2010
* Date of Expire : 28 – OCTOBER – 2020
* Place of Issue : CHENNAI, TAMIL NADU

**PLACE: CHENNAI, TAMIL NADU, INDIA.**

**DATE:**

**VELMURUGAN PALRAJ**