

**Vinoth Sundaram**

**Mobile: +91 9171511605**

**Email: [vinothsundaram7@gmail.com](mailto:vinothsundaram7@gmail.com)**

**Madurai, TN, India**



### PERSONAL SUMMARY

B.com with computer application graduate, Ambitious and self-motivated Accountant with 5 years Gulf experience over all 8+ years working experience. Effectively maintaining accurate accounting information for large-scale production industry.

### AREAS OF EXPERTISE

- |                               |                               |                      |
|-------------------------------|-------------------------------|----------------------|
| • General ledger accounting   | • Cash flow analysis          | • Tally erp 9        |
| • Accounts payable/receivable | • Internal control management | • Invoicing/Billing  |
| • Account reconciliation      | • Payroll/BRS                 | • Customer relations |

### Organizational Experience

#### The Career Path:

##### ➤ Al Rumeli Cement Products, Nizwa , Oman

May 2017 – Mar 2020

Accountant and Admin Manager.

#### Duties:

- ◆ Dealing with sales invoices, income, receipts and payments.
- ◆ Documents financial transactions by entering account information.
- ◆ Prepares assets, liability, and capital account entries by compiling and analyzing account information.
- ◆ Cash handling- Daily control of cash and cheque.
- ◆ Monitor bank activity to ensure timely deposits.
- ◆ Day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables/payables' data
- ◆ Internal Management
- ◆ Payroll, BRS
- ◆ Reconciles financial discrepancies by collecting and analyzing information.

##### ➤ NR Motorsport ,Al Qusais industrial area 3, Dubai

October 2014 – October 2016

Admin cum Accountant.

#### Duties:

- ◆ Working with LINE X protective coating.
- ◆ Office management.
- ◆ Independently handling accounts and cash with QuickBooks accounting software.
- ◆ Assisted workshop manager in day to day admin related works.
- ◆ Avoiding outstanding expenses and managing petty cash
- ◆ Handled work related to monthly billing and sales reports
- ◆ Worked in the Billing process.
- ◆ Recording transactions in daily basis in QuickBooks
- ◆ To recommend, develop, and maintain solutions to financial problems of the business.
- ◆ To maintain the status of funds.
- ◆ Keep inventory and purchase shortage materials.
- ◆ Preparing purchase orders and subcontracts.
- ◆ Managing existing vendor and supplier relationships.
- ◆ To maintain records of payment information.
- ◆ Managing vendor accounts.
- ◆ Preparation of staff attendance, maintaining leave records for the employees.

➤ **Devi Bio-Tech Pvt Ltd, Gomathipuram Madurai.**

July 2013 – September 2014

Branch Admin Assistant.

**Duties:**

- ◆ Maintains dealer's records by updating account information.
- ◆ Maintain purchase and sales records.
- ◆ Make entry by using accounting software like tally
- ◆ Contributes to team effort by accomplishing related results as needed.
- ◆ Follow sales person to achieve their monthly target.
- ◆ Calculate and given approval of incentive to sales person.
- ◆ Implement company schemes and offers to promote sales.

➤ **ASHOK LEYLAND (UAE) LLC, RAS AL KHAIMAH UAE.**

July 2012 – June 2013

Administrative Assistant

**Duties:**

- ◆ Assisted Human Resources Manager in managing visa process and medicals.
- ◆ Handled emirates id process
- ◆ Maintaining employee personal files
- ◆ Ensure safe keeping of Passports
- ◆ Experience in Collate with various government departments for the visa process
- ◆ Tracking Staff annual leave, Proper document management
- ◆ Air ticket booking through travel agent / online
- ◆ Supervised scrap material movements

Accounts Assistant.

**Duties:**

- ◆ Maintains customer records by updating account information.
- ◆ Handled branch operation
- ◆ Calculating monthly incentives for SR/SO
- ◆ Calculating monthly discount for debtors
- ◆ And arising credit note for such dealers
- ◆ Feed data's in system and made entries in tally
- ◆ Voucher verification ,maintaining files

<b>Academic Credentials</b>
-----------------------------

- **2009: B.COM (COMPUTER APPLICATION)** with **First Class** aggregate from Madurai Kamaraj University, Madurai.

<b>Language Proficiency</b>
-----------------------------

To Speak : English, Tamil, and Hindi.  
Arabic (Limited working proficiency)

<b>Personal Profile</b>
-------------------------

Date of Birth	-	26-10-1988
Sex	-	Male
Marital Status	-	Single
Father Name	-	E.Meenakshi Sundaram
Nationality	-	Indian
Religion	-	Hindu
Permanent Address	-	Plot No.60, Melapanangadi Madurai TN, India Pincode-625017.
Passport Number	-	N 2981857

**Declaration:**

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

Place :

Date :

**Authentically,**

**(vinoth sundaram)**