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**PROFILE SUMMARY:-**

* Having 7years experience in Accounting (**GCC Experience 2.4 years in Qatar working As accountant)**
* Education Certificate attested by Qatar embassy..
* Involved in working within a financial accounting team and responsible for preparing, examining, and analyzing accounting records, financial statements, and other financial reports.

**CAREER OBJECTIVE:-**

* Working in high-pressure environments with strict deadlines and multiple deliverables.
* Developing strong client and team relationship and communicating with both.
* Team Player with strong problem solving and analytical skills

**Academic Qualifications**

Thiagarajar college (Madurai kamaraj university)-Accounting Degree 2003-2006

Velmultitech engg college(Anna university)-**MBA Accounting** 2007-2009

Higher secondary school-In Commerce,Acounting,Economics

**SOFTWARE PROFICIENCY:-**

* Peachtree Application Software Accounting.
* Quickbook Software accounting
* Tally
* SAP End user in Accounts.
* Proficient in Excel and Word.

**WORK EXPERIENCE:-**

**Company : INFRASTRUCTURE AND BUILDING COMPANY(Doha,Qatar)**

**DIVISION : GENERALCONTRACTING,DECORATION,LANDSCAPE,MANPOWER**

**Role : ACCOUNTANT**

**Process : CONSTRUCTION PROJECT**

**DURATION : July2015-Oct2017**

**Job Details**

* Attending customers and suppliers to discuss their needs and requirements,Accounting & Book Keeping
* General Ledger,Accounting,Account Payable/Account Receivable,Bank Transaction and Reconciliation.
* Process and reconcile a wide variety of accounting documents usch as invoices,department billings,employee reimbursements,cash receipts,vendor statements and journal vouchers.
* Responsible and Preparing journal entries,cheque vouchers credit and debit notes
* Responsible tp maintain proper record of fixed asset.
* Investigating outstanding items and resolving financial discrepancies.
* Writing up forms and manuals for accounting and bookkeeping personnel.
* Clearing day to day customer ledger and supplier ledger.
* preparingmonthly A/R controls,general ledger reporting,timelyclosing report to management
* Monitors customeraccount details for non-payments,delayed payments and other irregularities
* Ensure that periodic bank reconciliations are completed and ensure that accounts receivable are collected promptly `
* To maintain Petty Cash Book on day to day basis
* Bank and other reconciliation's, Financial Reporting Records Management.
* Depositing Cheques in Bank and any correspondence with the bank
* Maintaining Daily Cash Position for different company accounts
* Preperation Intercompany fund transfer and Maintaining Journal entries and ledger
* Maintains general ledger and Maintain a system of controls over accounting transactions
* Supports in preparation of financial reports and closing process. Including verifications Trial balance,Income and Expenditure account
* Ensuring all monthly, quarterly and annual financial reports are submitted on time.

**WORK EXPERIENCE:-**

**Company : VisagPvt Ltd**

**Division : Construction**

**Client : RSG Group**

**Role : Senior Process Associate**

**Process : Accounts**

**DURATION : Oct2013-June2015**

**Responsibilities**

* perform the full cycle of accounting related to the production of financial statements including creating and posting journal entries analysing financial results
* maintain the general ledger, Accounts payable and Accounts receivable problems with vendors and customers
* Performing /daily accounting Transcations Such as creating & posting vouchers for payable
* Preparing journal entries for tax assisting tax fillings
* Reviwed all approved construction invoices and oversee payment.
* chasing late payments,reporting baddebts and keeping a careful eye on the cash flow
* preparing daily and monthly Accounts receivable controls, reporting,timelyclosing report to management
* Mailed Customers invoices for monthly statements,posted daily cash manuallythrough online payments
* Preparing daily basis on petty cash and reviewing month end petty cash report.
* Reconciled Monthly bank statements with general ledger accounts
* Bank Reconcilation statement preperationand discrepancies investigation.
* summarizes current financial status by collecting information preparing Income and Expenditure statements and other reports
* assist with budget development and financial forecasting investigations

**Company : Tata Consultancy Services (TCS,Chennai)**

**Client : Nielsen**

**Division :FMCG**

**Role : Senior Process Associate**

**Process : Accounts**

**DURATION : May 2012-Oct2013**

**Responsibilities**

* Updating of GR received from Buyer and prepares IR for the goods receipt and after confirming three way match make payment to vendor.Processing Invoice timely and accurately as per SLA.
* Overseeing all reconciliation functions, linking to payments, banking and budget costings
* Checking vendor overview for duplicate invoices.
* Posting reclassification entries for vendors and GR/IR, Invoice processing (PO & Non PO), Vendor creation.
* Payment to vendors.
* Customer invoicing customer/supplier statement reconciliation,followupforcollection with sales department
* Support all customer and business queriesCommunicate with Business Partners and Vendors through Email and Calls on matters related with Invoices.
* Keep all documentation up to date by team on share point of time &Updating the knowledge base with the new issues

**Company : Hindustan Computer Limited (HCL,Chennai)**

**Client : CEVA**

**Role : Executive**

**Process : Accounts**

**DURATION : Nov 2010-April2012**

**Responsibilities**

* Verifying 3 way matches before processing invoices.
* Processed journal entry for urgent payment advance payment .
* PO & NON PO invoice processing
* Reviewing invoices and checking the requests of the same so as to avoid any errors.`

**PERSONAL PROFILE:-**

Strengths - Hardworking, quick learner, team player, and highly motivated.

Date of Birth - March 25, 1986

Marital Status - Married.

PassPort No - P5454992

**DECLARATION:-**

I hereby declare that the statements made above are true, correct and complete to the best of my knowledge and belief.

**ArunKumar.R.**

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