

ATHAVUL JAWAD S.M

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OBJECTIVE

A challenging position that will enable me to contribute to the organization goals availing an opportunity for growth and advancement.

KEY SKILLS

- Trial Balance (Ledgers Balances).
 - Income statement, Balance Sheet, Cash Flow.
 - Keeping accounts of customers account (Debtors)
 - Keeping accounts of Suppliers Account (Creditors).
 - Preparing salary of all the Employees of the Company (Payroll)
 - Bank Reconciliation Statement (BRS-Banking).
 - Management information system (MIS).
 - Computers:-Ms Office (Ms Access, Excel, Word, PowerPoint)
 - Accounting package: Tally9
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EDUCATION

1995 1998 University of Madras, Chennai, Tamil Nadu.
Bachelor Of Commerce

1998 2000 University of Madras, Chennai, Tamil Nadu
Master of Business Administration (Finance)

EMPLOYMENT

2014 - Present

Info-Drive Software LLC, Dubai.

Senior Accountant

- Receive, register, verify and process all invoices and ensure transactions are correctly recorded.
- Maintain and reconcile General Ledger accounts.
- Monitor and review accounting and system related reports for financial accuracy and completeness.
- On time Billing Invoices distribution & follow-ups for payments.
Collection of payments / cheques from clients.
- Process monthly payroll and maintain approved payroll records.
- Banking transaction by manual and online (cheque deposits, cash receipt, payment transfer, cheque books etc.)
- Review / Preparation of daily Journal Vouchers for all expenses with all supporting documents.
- Checking / Reviewing of Journal Vouchers for correctness and proper approval.
- Reviewing / Preparing Bank Reconciliation
- To monitor/petty cash..
- Keeping up to date record of all accounting transaction
- Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
- Ensure accurate and appropriate recording and analysis of establishment expenses.
- Keep updated the financial records.
- Financial Reporting & audit preparation and coordinate the audit process.

2010 - 2014

Openwave Computing (M) Sdn Bhd, Malaysia

Senior Accountant

- Handle complete full set of Accounts.
- Prepare weekly and monthly report for Accounts Receivable for Management.
- Analyzes and reconciles General Ledger accounts with sub ledger.
- Prepare set of account for Auditors.
- Review and monitoring accounting entries and journal.
- Maintaining capital asset records and determines proper depreciation rates.
- Monitoring on account receivables aging and payables aging.
- Handle Petty Cash.
- Preparing payments to Suppliers / Creditors.
- Handle Customer collection for Corporate, Distributors, Trading and Personal Effects.
- Prepare Accounts Reports to Management – Profit and Loss, Trial Balance and Balance Sheet.
- Prepare Bank Balance for daily.
- Prepare Bank Reconciliation and prepare Summary to management.
- Prepare salary to management staffs, executives and all other staffs.
- Prepare income tax payments for PCB, EPF, and SOCSO for staffs.
- Prepare service tax to custom.
- Monitor staffs attendance and staffs leaves and update in record book.
- Handle and purchase stationeries to company.
- Handle staff welfare.
- Handle office maintenance matter.

2001 - 2010

West Asia Maritime Ltd. Chennai.

Executive – Accounts

- Creditor Management.
- Scrutiny of Agency Disbursement & Master Disbursement Account.
- Preparation of Invoices
- Monitoring receivables and follow up.
- Handling Forex transactions.
- Preparation and presentation of MIS.
- Preparation of Fund Flow.
- Submission of monthly vessel accounts to owners and attending to any queries relating to accounts
- Liaison with Bank, Income tax, Service tax and other statutory bodies.
- Income tax & Service Tax – Filing Monthly / Annual returns, Issuance of Tax Deduction Certificates, follow up on refunds, Income tax Clearance Certificate, etc Liaison with Internal and Statutory Auditors
- Finalisation of Accounts including preparation of Balance sheet.

2000 – 2001

M/s. Shrieff & Co., Chartered Accountants, Chennai

As Audit Assistant

- Balance Sheet Preparation for various clients
- Visit for Internal Audit for various clients