



R.ARUNKUMAR

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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,Accounting,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 : GENERAL CONTRACTING,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 Transactions 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 Reconciliation 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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