

Kirubaharan



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Career objective

To obtain a challenging position in a dynamic atmosphere where my hard work and customer service capabilities can be effectively utilized.

Total Experience:13 Years

Organisation: Freightsystems Company Limited Period

From Sep-2019 to Feb-2025

- . Customer outstanding cheque received to pass the receipts in the books
- Preparing aging report monthly basis and send to management for collections
- Preparation of Monthly BRS Statement to find & pass pending entries.
- Dispute solving with client and agent.
- Ar,Ap,brs,petty cash handling,Inter company & Agent reconciliation BRS doing monthly basis
- Monthly basis office expenses paid before due date (office mobile,wifi,electricity,water)

Organisation: Newage Sofware&Solution Chennai o(FreightSystemsCoLtdin Dubai)

Period: Jan-2019 to Sep-2019

Responsibilities

- Ar,Ap,Brs,Inter company & Agent reconciliation BRS doing monthly Passing Receipt from customer cheques or cash or online
- Dispute solving with client and agent.

Organisation: TNFOUR FASHIONS

Designations: Senior Accounts Executive

Period: Apr-18 to Dec-19

Responsibilities:

Maintenance of Staff Attendance & Salary

- .Payable followup for Local Vendor
- .Prepare ageing report monthly basis and follow up for customer
- .Preparation of Monthly BRS statement to find & pass pending entries

Organisation: NewageSoftware&Solutions(BACKOFFICEofFreightSystemsCoLtdin Dubai)

Position: Accounts-Executive

Period: Nov-2014toApr-2018

Responsibilities

- AP cost booking of agent, vendor, Inter company invoices and Monthly BRS every basis and release the payment as per company terms
- Dispute solving with client and agent.
- Currency values are updated in our package on daily basis

Organisation: FeedbackBrisaHighwaysOMTPvtLtd,

Position: Associate-Accounts

Period : Dec2013to Aug 2014

Responsibilities

- Prepare monthly imprest for all expenses
- Project Expenses statement to preparing and send to head office 15days once
- Monthly Invoice prepare to submit to client
- Work order and purchase order to prepare for new Vendors
- Prepare bank reconciliation statement

Organisation: Televijay Technologies Pvt Ltd, Chennai –600035.

Position: Executive— Accounts

Period: Dec 2011to Aug 2013

Responsibilities: Handling legal & statutory requirements like

- Daily Cash & Bank Budget Prepare
- Monthly Sales Tax Annexure Prepare.
- Preparing MIS report and submit to management.
- Manual book keeping right from preparation of vouchers and cash register
- Look after daily banking activity like preparation of all bank challans, cheque deposits

and withdrawals, preparation of cheque issuance, Bank reconciliation Register.

- Preparation of amount receivables & amount payables.
- Collection of Form-C

Educationalqualifications

- MastersofBusinessAdministration 2007 –2009
(FINANCEandMARKETING)
SastraUniversity,Thanjavur.
5.4 CGPA

SoftwareSkills

Tally ERP,E-FreightSuite,MS Excel,Word,PDF

Thanks

Kirubahanan