

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: Freight Systems 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 Software & Solution Chennai o (Freight Systems Co Ltd in 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-Execuitve

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 office15days 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

Educational qualifications

- Masters of Business Administration 2007 –2009
(FINANCE and MARKETING)
Sastra University, Thanjavur.
5.4 CGPA

Software Skills

Tally ERP, E-Freight Suite, MS Excel, Word, PDF

Thanks

Kirubaharan