



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

Currently working Freight systems Company Limited

Period: From 29-Sep-19 to till date

- . Receivable follow up with local clients and overseas clients
- Payable follow up with local vendors and Overseas agents
- Passing Receipt, Payments vouchers with Adjustment
- Preparing Aging report monthly basis and sending to management for collections and payments planning's.
- Preparation of Monthly BRS Statement to find & pass pending entries.
- Daily payment approval and preparing cheques for liner payments.
- Preparing month end reports (Loss job reports, cost not booked , invoice not raised and neutral rectification report)
- Preparation of job & performance report.
- Preparation of agent and inter-company reconciliation.
- Creation of payment in Bank website for local vendors and overseas agent.
- Invoice raising to local clients and overseas agents.
- Dispute solving with client and agent.
- Currency values are updated in our package on daily basis

Organisation: Newage Software & Solutions (BACK OFFICE of Freight Systems Co Ltd in Dubai)

Period: Jan-2019 to Sep-2019

Responsibilities

- Payable follow up with local vendors and Overseas agents
- Passing Receipt, Payments vouchers with Adjustment
- Preparing Aging report monthly basis and sending to management for collections and payments planning's.
- Preparation of Monthly BRS Statement to find & pass pending entries.
- Daily payment approval and preparing cheques for liner payments.
- Preparing month end reports (Loss job reports, cost not booked , invoice not raised and neutral rectification report)
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Organisation: TNFOUR FASHIONS

Designations: Senior Accounts Executive

Period: Apr-18 to Dec-19

Responsibilities:

- . Maintenance of Staff Attendance & Salary
- . Payable follow up for Local Vendor
- . Prepare ageing report monthly basis
- . Preparation of Monthly BRS Statement to find & pass pending entries

Organisation: Newage Software & Solutions (BACK OFFICE of Freight Systems Co Ltd in Dubai)

Position : Accounts-Execuitve

Period : Nov-2014 to Apr-2018

Responsibilities**Receivable follow up with local clients and overseas clients**

- AP, AR, Cost booking Agent, vendor, Inter Company invoices and Monthly BRS every vendor & agent & Inter company

- Preparation of Monthly BRS Statement to find & pass pending entries.
- Daily payment approval and preparing cheques for liner payments.
- Preparing month end reports (Loss job reports, cost not booked, invoice not raised and neutral rectification report)
- Preparation of job & performance report.
- Preparation of agent and inter-company reconciliation.
- Creation of payment in Bank website for local vendors and overseas agent.
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Organisation: Feedback Brisa Highways OMT Pvt Ltd,

Position: Associate-Accounts

Period : Dec 2013 to Aug 2014

Responsibilities

- Prepare monthly imprest for all expenses
- Vendor bill collect and check and send to head office for monthly basis
- Vendor payment details to collect head office go throw mails on monthly basis
- Expenses statement to preparing and send to head office 15 days 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 – 600 035.

Position: Executive – Accounts

Period: Dec 2011 to 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

Organisation: Sri Kumaraganapathy consultancy services junior executive August 2010 to May 2011

The main core responsibility is bringing new business into the organization

- Checking of Internal Audit Assignments.
- Checking of Bank Reconciliation Assignments.
- Checking of provision entries.
- Checking of MIS reports and other financial reports prepared on regular basis.
- Check of contracts, signing authorizations, due dates for renewal etc.
- Day to Day transactions routine audit.

Educational qualifications

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

Software Skills

Tally ERP, E-Freight Suite

Thanks

Kirubaharan