



◆ **Al-Amani Al-Kuwaitiya Electronics Est-Kuwait**

**General Trading Co**

**Electronics Whole Sale Distribution**

**Jan-2005 to June - 2011**

**Accountant** . Responsible for the all accounts and updating in the system all day to day transaction in our company.

- Sales and Purchases entry,
- Daily Sales Invoice Preparations,
- Expenses and Cash and all entry,
- Inventory entry,
- Preparations of cost sheet,
- Bank entry,
- Purchases & Sales statement,
- Sundry Creditor's & Debtor's Statement
- Confirmation statement to Debtor's
- Preparation of General Ledger,
- Trail Balance,
- Trading Profit & Loss Account,
- Balance Sheet,

◆ **Sivaram & Co. Chidambaram –India**

**(Indian Oil Dealer)**

**June 2003 to July 2004**

**Accounts Manager.** As an accounts manager responsible for the all accounts in our company and send report day to day accounts to our Gen. Manager.

- Preparation of General ledger,
- Trading Profit and Loss account,
- Sales ,Purchases and expenses reports,
- Inform future budget to management,
- Budget preparation,
- Overall statement for Sales & Income tax,
- Compression statement for available balance with current Balance,
- Trail Balance,
- Balance Sheet,

◆ **Vani Pharmacy. Chidambaram- India**

**(Pharmaceutical Distribution)**

**Jan-2001 to May 2003**

**Accounts & Computer Entry.** Responsible for the all accounts and updating in the system all day to day transaction in our Pharmacy.

- Sales and Purchases entry,
- Expenses and Cash and all entry,
- Stock statement preparation (Daily, Monthly, Yearly),
- Inventory entry,
- Bank entry,
- Purchases & Sales statement,
- Sundry Creditor's & Debtor's Statement
- Confirmation statement to Debtor's
- Preparation of General Ledger,

**Educational Qualification** : **M.com.** Master Degree In Commerce  
(Post Graduation) in Annamalai University at  
Annamalai nagar- Tamilnadu. **INDIA.**

**B.Com.** Bachelor of Commerce Degree in  
University of Madras at Chennai. **INDIA.**

**Diplomo Course** : **1. Diploma in Financial Accounting,**  
**2 .Higher Diploma in Computer Application,**

**Computer Knowledge** : 1. Tally ERP(All version) and PRIME  
2. C,C++, Java, Html, Visual Basic.  
3. Dos, Windows.  
4. Fox pro, Micro soft office , Corol draw9  
Adobe Photoshop.  
5. Oracle 8

**Personal Details**

**Date of Birth** : 06-09-1979

**Nationality** : Indian

**Languages know** : English, Tamil & Hindi and Little Arabic.

**Marital Status** : Married

**Religion** : Muslim

**Visa status** : visit visa

**Visa expiry** : 17th Nov 2022

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