

SARAVANA MURTHY.T

ACCOUNTANT



PERSONAL SUMMARY

A confident, multi-skilled & capable assistant accountant with excellent knowledge of accounting procedures. Exceptional analytical & problem solving skills & able to financial information to all area of the business whilst ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance & development of financial systems and accounting procedures.

Now looking for a new & challenging accountancy position, one which will make best use of my existing skills and experience & also further my development.

Saravana Murthy.T

**DIP-2 Dubai Investment
Park**

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AREA OF EXPERTISE

- Monthly end procedures
- Monthly & Management accounts
- Journal entry's
- P&L analyses
- Reporting Management accounting

SOFTWARE

- Tally ERP'9
- Microsoft office,
- CPS

LANGUAGES

- English, Hindi
- Malayalam
- Tamil

PERSONAL DETAILS

Date of Birth: 18-05-1993

Nationality : Indian

Gender : Male

Marital Status: Single

Religion : Hindu

Current Address: Dubai

Passport No : P5353066

Experience

MEGA CARPETS LLC

ASSISTANT ACCOUNTANT

2020 to MAR -2023

- Prepared budget forecast expenditure.
- Managed all journal entries to ensure all business transactions.
- Reconciliation of bank, balance sheet, financial statements & reporting to directors
- Preparing day to day transaction & reporting also
- Process payments and financial documents such as invoices, statements and vouchers
- Verifying financial statement, ledgers and accounts and making correction's where appropriate
- Handled petty cash.
- Managed the accounts receivable & issue invoices.
- Preparing sales & purchase invoices & the upkeep of an accurate accounts filing system.

RGM MACHINES INDIA PRIVATE LIMITED

ASSISTANT ACCOUNTANT

DEC- 2018 to JAN- 2020

- Preparing bank reconciliation statement.
- Process payment and financial documents such as invoices, statement and vouchers.
- Completing purchase orders.
- Managing payroll.
- Preparing financial document such as invoices, bill, and accounts payable and receivable.
- Managing day-to-day transaction.

Education

DEGREE

BACHELOR OF COMMERCE (B.COM)

(AUG-2014)

Tamilnadu, India