

**KARTHI KEYAN. R**

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**CAREER OBJECTIVE:**

**To work with an organization that will utilize my management, supervisory and administrative skills for mutual growth and success.**

**SYNOPSIS**

Experience in Administration & Finance Executive : 9 years

**WORK EXPERIENCE:**

Period : 8<sup>th</sup> June 2015 to 15<sup>th</sup> Aug 2019  
Position : Administration & Retail Accountant  
Company : M/s. Euro Trouser Retails, Sharjah UAE  
Period : 3<sup>th</sup> Aug 2011 to 29<sup>th</sup> May 2015  
Position : Administration & Finance Executive  
Company : M/s. Sun raja Oil Industries Private Ltd. (IND)

**PROFESSIONAL SUMMARY:**

- Having over **5 years of Experience** in the field of **Accounts, Finance, HR and Administration**, in which 4 years and 1 months of experience in **UAE**.
- Strong in TALLY ERP 9 software in **Accounting Packages**.
- Strong in Retail store operations.

**Roles and responsibility :**

- Expertise in TALLY ERP for the all the modules such as **Accounts Payable, Accounts Receivable**, Cash Management, General Ledger and Inventory Modules
- Experienced in preparing monthly financials like Trial Balance, Profit & Loss a/c, Balance Sheet, Cash Flow statement, Ratios and Analytical points on Financials.
- Experienced in preparation of monthly Bank Reconciliation statement

- Coordinating with all department and monitor and hire for all open position
- Responsible for organization walk in interview and approving payable general office administration duties which include attendance management , personal file maintain
- Organized new employee orientation schedule
- Screened all applicants based on their qualification and background
- Support all legal transactions related to visas, labour card and contract, national ID, business visas, work permits, license and registration
- Dealing with government departments and agencies such as embassies, department of foreign affairs, free zone authorities, chamber of commerce, Dubai municipality and the economic department

#### **Knowledge in Taxes**

- Preparing and online e- filling of Monthly VAT return
- Knowledge CST (production processing )
- Knowledge GST

#### **QUALIFICATIONS:**

- ❖ MBA from Bharathiyar University with 67%
- ❖ BSc from Bharathiyar University with 64%
- ❖ HSC from S -Board with 55%

#### **TECHNICAL QUALIFICATION**

- ❖ Operating System : Windows XP Professional
- ❖ Packages : MS – Office, Corel draw, Photoshop
- ❖ Tally 9
- ❖ Real soft & POS ,ERP

**PERSONAL PROFILES:**

Date of Birth : 16.02.1988 -(28 Age)  
Address : 90 B Bhavani main road , Erode  
Nationality : Indian  
Marital Status : Bachelor  
Languages Known : Tamil and English (R-W-S)  
Passport no : H 1361078

Place: Erode

Yours Truly

(R. KARTHIKEYAN)