

*OBJECTIVE*

To align my Capabilities and potential with the organization goals and aim, strive for the betterment of the organization.

*Professional Experience*

*Gulf Star Group Doha, Qatar (2016-2018)*

Worked as Accounts Receivable in the Company Engaged in Contracting, Tours & Travels, Advertising & Media Materials, Cafe Lounge, Valet Laundry, Rent a Car, Customs Clearing Agents, Freight

***Kay-Dn-Technologies (2015-2016)***

***Under Sterling Oil and Energy Production Co SEEPCO (Lagos, Nigeria)***

Worked with Kay-Dn-Technologies under SEEPCO Nigeria engaged in Crude Oil Production and Exporting, Worked as Branch Accountant

***Saj Marine Products (Okha, Gujarat India)(2013-2015)***

Worked With Sea Food Processing Factory as Accountant

***National plastic factory, Fujairah, UAE(2012-2013)***

Worked as Accountant for the Company engaged in the Manufacturing of Plastic and PVC Products, packaging materials, Electrical Conduit fittings, Pipes, and construction Buckets.

***Safari Group of Company Doha, Qatar (2010-2012)***

Worked with a growing Retail Business Based in Doha, Qatar as a branch Accountant for Hypermarket, Shopping Centre and Mall

***Chef Middle East Co.LLC Abudhabi, UAE (2008-2010)***

Worked as Accountant with Chef Middle East Co. LLC Abu Dhabi, Food Imports

& Suppliers to Hotels

***Future Kid Entertainment and Real Estate. Co, Kuwait (2002-2007)***

Worked as Cashier and Further Ware house in charge

**Experience: (India)**

* Worked as Accountant with M/S AVV Iyer and Co, Trivandrum. Dealers of M/S Bharat Petroleum Corporation (1998-2002)
* Worked in Administration Department as administration assistant for Intel (1997-1998 )investor Services Lt, Trivandrum (Chennai Based Investment Consultant Firm)
* Worked as Audit Assistant / Accountant with M/s Ananthan & Sundaram, Trivandrum. Chartered Accountant ( 1994-1997)

***Educational qualification***

* Passed B.Com from (university of Kerala)
* Passed Pre – Degree from Govt. Arts College, Trivandrum

(University of Kerala)

* Passed SSLC from SMV High School Trivandrum

(Board of Examination, Kerala)

**Computer Proficiency**

Basic Computer knowledge, internet, Ms Office, Ms Excel Fusion (Accounting packages), Tally ERP 9.0 Version, Focus & Oracle

***Work Profile***

*1) Making Journal Entries for Sales & Purchases*

*2) Reconciliation with Bank Statement with Cash Book to review bank balance*

*3) Reconciliation with Customers & Suppliers with their Statement for Collection and Vendor payments as per the Credit terms agreed*

*4) Preparing Salary as per the Time Sheets received from work sites*

*5) Preparing Excel Template Invoices and further posting in Programme / Tally*

*6) Reviewing Cash Fund Flow on a Daily basis, and make effective Cash flow*

*For Smooth function of Business*

*7) Monitoring Sales and having Weekly meetings with Sales Executive to Increase*

*Sales and clear the non movement / Old Materials left in warehouse*

*8) Making Cost Sheets where ever applicable*

*9) Preparing of Trading Account /Profit & Loss Account/Balance Sheet with Adjustments*

*10) Preparing Purchase Order for Goods Procured*

*11) Preparing Monthly MIS for Management*

*12) Preparing Documents for Annual Audit*

***Personal Details***

Name : Harisundar Subramonian

Date of Birth : 31-07-1973

Father’s Name : S.Subramoniam

Address : T.C.28/2525

Kunnumpuram Road

Trivandrum – 695001

Languages Known : Malayalam, English, Tamil, Arabic & Hindi

Email ID : Sharisundar@yahoo.in

Sex : Male

Nationality : Indian

Marital Status : Single

Religion : Hindu

Passport No : L 3875455

Date & Place of Issue 04/08/2013, Dubai

Date of Expiry : 03/08/2023

Driving License No : T 13738/97 (LMV)

Date of Issue : 17-12-2017

Date of Expiry : 16-12-2027

Contact No : +91 7708307643

***Declaration***

I hereby affirm that the information in this document is accurate and true to the best of my knowledge & Belief