



## PROFILE

I am interested in a job because I am completed B.COM and 62% Percentage and I have experience in accounts and supervisor of (Finance Dept.)

I believing I can add an extra value to the company with my knowledge and experience I have strong interpersonal skills, communicator as well as enthusiast ion and energetic person. I accept all the challenges with a smile.

I assure that the details furnished by me and true and correct to be the best of my knowledge and belief.

**Date of Birth: 23-11-1989**

## CONTACT

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ADDRESS

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Trichy-620002 Tamil Nadu, India

EMAIL:

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## LANGUAGE LITERACY

TAMIL

ENGLISH

Yours faithfully,

GOVINDASAMY SELVAM

# GOVINDASAMY SELVAM

## EDUCATION

**St, Joseph's college Trichy, Tamil Nadu, India**

From June 2007 to May 2010

Bachelor of Commerce (62%) Percentage

## WORK EXPERIENCE

Currently working as an accountant in **OPD group of Companies**, Qatar from Aug 2021 to Oct 2023

Worked as an accountant in **Masskar group of Companies**, Qatar from Dec 2017 to Aug 2021

Worked as a Site Accountant in **Voltech Infrastructure pvt. Ltd**, Chennai India, from Oct 2012 to Oct 2017.

Worked as a supervisor (Finance Dept.) in **Cethar Ltd, Trichy India** from July2010 to Sep 2012.

## FIELD OF EXPERIENCE

- Accounts Payables
- Accounts Receivables
- General Ledger
- Petty Cash Management
- Payroll/WPS/Employee vacation pay & final settlement Calculation
- Bank Reconciliation
- Books Closing & Audit Support to the Superiors
- Prepare Financial Statements and submitted to Superior Review

## SOFTWARE CERTIFICATIONS

Diploma in financial Accounting

Diploma in Business Accounting Application-Tally.ERP9

Diploma in Business Environment and Taxation.

## SOFTWARE PROFICIENCY

- Microsoft Dynamics Ax
- SAP Business One & Tally.ERP9