



# PALANIVEL RAJU

## ACCOUNTANT

### CONTACT

☎ +971 56 632 8078

✉ [palanivelraju5698@gmail.com](mailto:palanivelraju5698@gmail.com)

🌐 <https://www.linkedin.com/in/palanivel-raju-11a3761b4>

📍 DUBAI, UAE

### SUMMARY

Dedicated Accounts and Finance Professional with over 5 years of aggregated experience in managing all aspects of accounting, finance, and taxation. Demonstrated expertise in handling diverse industries seeking a challenging opportunity and growth-oriented role to utilize expertise in financial document preparation, budget assistance, payroll management, ledger processing, fund monitoring, DFI tracking, bookkeeping, tax verification, basic auditing, customer service, and market research evaluation.

### EDUCATION

#### BACHELOR COMMERCE OF ACCOUNTING

BHARATHAIAR UNIVERSITY - COIMBATORE

B.COM PROFESSIONAL ACCOUNTS - 2016-2019

HIGHER SECONDARY SCHOOL - 2013-2015

### SKILLS

- General Accounting,
- Financial Analysing
- VAT Return Filing
- Budgeting And Forecasting
- Inventory Accounting,
- Accounts Payable/Accounts Receivable
- Audit Preparation
- Banking & Financial Reconciliation
- Reporting & Documentation
- Payroll and Gratuity
- Cash Flow Management
- Compliance Assurance
- Team Leadership
- Time Management
- Problem Solving
- Attention To Detail

### KEY EXPERTISE

- Experience in General Accounting, VAT, Inventory Accounting, Accounts Payable, Accounts Receivable & Audit.
- Proven capability in complete General Accounting functions, including preparing final accounts, banking & financial reconciliation, reporting & documentation (MIS, Balance Sheet & Bank Reconciliation Statement)
- Expertise in taxation functions such as Filing of VAT Report and verification.
- Corporate Tax Registration and Documentations.
- Expertise in reviewing payable statements & invoices for appropriate documentation & approval, executing the day-to-day processing of Accounts Payable (AP) transactions, administering payroll through Wages Protection System (WPS).

### WORK EXPERIENCE

#### ACCOUNTANT EXECUTIVE - 2022-2024

KBR MIDDLE EAST TRADING L.L.C - DUBAI, UAE

- Performing specialized accounting tasks to upkeep the Authority's general ledger, ensuring accuracy and compliance with accounting standards.
- Directing and coordinating the daily activities of the accounting team to ensure timely and accurate recording of revenues, expenditures, assets, and liabilities.
- Taking charge of preparing annual and monthly financial statements, a critical task for assessing the financial health and performance of the Authority.
- Handling Value Added Tax (VAT) reporting, ensuring compliance with relevant regulations and accurately reflecting VAT transactions in financial records.
- Conducting bank reconciliations to ensure that the Authority's financial records match the bank's records, identifying and rectifying any discrepancies.
- Generating various reports as per the management's requirements using the MIS, providing insights and data-driven decisions to support the Authority's operations.
- Coordinating the Authority's annual audit process, liaising with auditors & providing necessary documentation and support to facilitate a smooth audit.
- Liaise with internal and external auditors, providing necessary documentation, audit Schedules and support during audits and reviews.
- Prepared financial documents such as invoices, bills, and accounts payable and receivable, completed financial reports on a regular basis and provided information to the finance team, assisted with budgets and completed bank reconciliations.
- Entered financial information into appropriate software programs and completed purchase orders and managed payroll, Managed company ledgers and processed business expenses, Coordinated internal and external audits.
- Verified balances in account books and rectified discrepancies, sorted financial documents into the proper accounts, Verified bank deposits and managed day-to-day transactions. Recorded office expenditures and ensured these expenses were within the set budget.
- Assisted the finance department and senior accounting staff members with various tasks, including preparing budgets, records, and statements.
- Posted daily receipts, prepared annual budgets, and completed the year-end analysis, reporting on debtors and creditors.
- Handled accruals and prepayments, managed monthly budgeting tasks, and encoded accounting entries for data processing. Reviewed computer reports for accuracy and meticulously traced errors back to their source and resolved errors in financial reports and corrected faulty reporting methods.

---

## TECHNICAL SKILLS

- Tally ERP & Tally Prime.
  - Zoho Books
  - Outlook up
  - Facts ERP
  - MS Office Advance
  - MS Word
- 

## LANGUAGES KNOWN

- ENGLISH
  - HINDI
  - TAMIL
  - MALAYALAM
- 

## PERSONAL DETAILS

Nationality : INDIAN  
Gender : Male  
Marital Status. : Single  
D O B : 06/ 06/1998  
Passport No : S6425598  
Date of Expiry : 02/09/2028

-----

VisaType : Visit Visa.  
Expire Date : Aug - 02 - 2024.  
Joining : Immediately

-----

**Your's sincerely.**

Palanivel Raju

## WORK EXPERIENCE

### **ACCOUNTS ASSISTANT - 2019 - 2022**

ISHA BUSINESS PRIVATE LIMITED - COIMBATORE

- Preparing accounting entries and reconciling general ledgers.
  - Providing detailed analysis and explanation of transactions.
  - Working with the company's accounts payable functions – maintaining invoice payment, ensuring accuracy and timeliness of payments and managing vendor contracts.
  - Preparing monthly financial and various detailed reports.
  - Being familiar with Indian companies' laws and be able to research and interpret new laws.
  - Be able to communicate and work with Indian authorities (like IT department, GST Department, etc.) for company-related work.
  - Work with company CA for compliance-related activities, including but not limited to financial documentation.
  - Facilitate all statutory audits for the company.
  - Take on additional tasks or projects to learn more about accounting and office operations.
- 

## CERTIFICATION KNOWLEDGE

- 2 Years work Experience Certificate : KBR Middle East Trading L.L.C -DUBAI,UAE
  - 3 Years Work Experience Certificate : Isha Business Private Limited, Coimbatore
  - 6 Month Internship Certificate : MRG Associate- Internal Audit & Tax Consultant
  - Programming Language Certificate : Tally ERP-9 Government Centre, Coimbatore
  - Internship Certificate : Undergone Internship training at Auditor Office
- 

**Thanking you**

---