

ALAGURAJA POOSAKKALAI

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Add: Mariyam Building-22 B Block Al Hamariya Bur Dubai.



CAREER OBJECTIVE:

Seeking a position where I can use my skills to attract and retain challenging career opportunity with ample scope for growth.

SKILLS:

QuickBooks, Tally ERP-9, Akshaya (Jewellery software), SAP (end user) & MS office

WORK EXPERIENCE:

I. Amina Jewellers LLC. in Accountant cum Admin from 23-May-2022 to 30-Jun-2024

II. CREW Pvt Ltd. in site Accountant from 16-Dec-2016 to 12-Apr-2022

III. Bhawar Sales Corporation. in Accountant&logistics executive from 28-Aug-2012 to 22-Apr-2015

Accountant Role & Responsibility:

- Prepare daily cash book, bank book, cash planning and cash flow.
- Handling daily petty cash and prepare bank reconciliation.
- Compute VAT and prepare FTA VAT return.
- Prepare budget and forecasting, cost and inventory control.
- Prepare audits yearly report and coordinate with internal auditor finalize the balance sheet.
- Reconcile payable and receivable, payment process also.
- Prepare Journal entry and classify the expenses in to the correct account head.
- Prepare pay roll, statutory documents, full & final and bookkeeping.
- Prepare the month-end and year end closing report.
- On time invoice submission & follow-ups for payment.
- Prepare sub-contract works order and supplier PO
- Monitor and analyze sales and purchase invoice.
- Daily and monthly physical stock verification and bookkeeping approval vouchers.
- Maintain stocks inventor GS-11 & GS-12 (Diamond, Gold, Silver, Loose Diamond & Gemstone)
- Maintain manufacturing unit payable and receivable.

- Reporting GOAML, MOFA attestation & planet tax refund update.
- Coordinate & follow-up for customs shipment & bookkeeping
- Coordinate & follow up with PRO for company legal documents renewal & employees visa.
- Prepare Jewellery block and employees insurance documents and follow-up.
- Maintaining customer and supplier KYC and company confidential documents.

Logistic Role & Responsibility:

- Efficient on-time van unloading and ensure that 100% accuracy in counting van closing inventory.
- Maintain Inventory Accuracy and Maintain warehouse quality.
- Track & reduce product damage and ensure product damages are within norms.
- Ensure efficient transportation and ensure 100% van availability.

EDUCATION:

MBA (IB & E-Commerce) at Alagappa University Karaikudi, Tamandu,

PERSONAL DETAILS:

Passport No: U2972871

Passport date of expiry: 23/11/2030

Date of birth: 10/06/1989, Age 35

Marital status: Single

DECLARATION:

I have by declared that all the above said details are true to the best of my knowledge and belief.

Place:

Date:

Signature