

Ruthiramohan Resume

Ruthiramohan .D

Mobile: +971-563447850

E-Mail: Ruthiramohan@gmail.com



POST OF APPLY IN STORE KEEPER

Career Objective

Seeking a challenging and responsible position where my experience and potential can be fully and effectively utilized. If you offer me a chance to work in your company, I assure you, my devotion and dedication in the work.

Academic Credentials:-

- **B.Com (CA)** Kamarajar University in Madurai.
- Computer Operator & programming Assistant (S.C.V.T)

Computer Skills

- Office Package - MS OFFICE, Internet &E-Mail Updating.
- Accounting Package - Tally version, Visual Enterprise, Dynamix

Career Progression

- 1 **Sheik Mansoor Private Affairs** 2021 To 2022
- 2 **Emsons LLC** □ **Abu Dhabi, U.A.E**

Working as an Accountant General Sep 2008 to April 2018

- Well developed and analytical abilities to handle responsibilities independently
- Strong analytical & organizational skills.
- Excellent interpersonal skills, telephone manners & office etiquette.
- Exceptional written and oral communication abilities.
- Preparing daily statement of accounts
- Data Entry
- Maintaining financial records
- Day to day accounting activities

Ruthiramohan Resume

- Maintain and update all receipts & payments on daily basis
- Handling of Cash and conduction the physical verification of stock
- Interaction with external auditors and providing necessary information to them
- Preparation of monthly/weekly bank reconciliations and other banking matters
- Preparing Sales analysis report monthly basis to the management
- Maintaining daily sales report and reporting to the management
- Receipts and payment follow-up
- Preparation of Cash Book
- Preparation of Payroll
- Inventory supervision
- Independently handled accounts up to finalization

3 Triplex Glass work Pvt Ltd Pondicherry

Working as a Senior Accountant from 2005 to 2008

Personal Data

Name	:	D.Ruthiramohan
Marital Status	:	Married
Date Of Birth	:	25-05-1982
Language Known	:	English,Hindi,Malayalam and Tamil
Passport No	:	P3215672
Expiry Date	:	02/04/2027
Visa Status :	:	Visit Visa Until 20/08/2023

Declaration:

I do hereby declare that all the information furnished above is true to the best of my knowledge and belief, I will do my duties to the best of my ability.

RuthiraMohan.D

