

Asan kani.T.K

E-Mail: tkasan531@gmail.com Mobile: +91-8754102324(call cum whatsapp)



Experience and job Summary

- Having 6 **years** of Senior Accountant experience in Tally Erp 9, 3 Years of relevant experience in Microsoft dynamic Navision
- Focused Account Specialist with 9 years of experience. Adept at writing detailed reports and budgets, completing detailed financial analysis and planning strategically for top client services. Detail-oriented with extensive knowledge of cash and record maintenance and comprehensive account reconciliations.

Professional Experience

- Worked as Metals services for trading & contracting company in KSA from Apr 2008 to Oct 2010.
- Working as Kafa clothing India Pvt Ltd from Jan2011 to till date.

Skills

- Account reconciliation processes
- Tax accounting specialization
- Account reconciliation specialist
- ERP (Enterprise Resource Planning) software
- Cash Flow analysis
- Audit coordination
- Financial reporting
- General ledger accounting expertise
- Bookkeeping
- Data entry
- Strong communication skills
- Accounts payable and receivable
- QuickBooks expert
- Reconciling sub-ledger to general ledger account balances
- Preparing financial statements
- Assessing internal controls, including risk assessments and reviews of risk areas
- Performing monthly balance sheet, income statement and changes in financial position/budget variance analyses
- Assisting in the design and preparation of budgets for review by management
- Maintaining and reconciling fixed assets schedules
- Supervising accounting staff
- GST Return Filing.

Asan kani.T.K

E-Mail: tkasan531@gmail.com Mobile: +91-8754102324(call cum whatsapp)

Educational Summary

- **Bachelor's degree** from **Sadakathullah Appa College, Tirunelveli. (Full Time)**

Project #1

Working For : Senior Accountant

Company : Kafa Clothing India Pvt Ltd in chennai

Period : Jan-2011 to Till now

Work History

- Completed daily accounting tasks including tracking funds, preparing deposits and reconciling accounts.
- Maintained and processed invoices, deposits and money logs.
- Compiled general ledger entries on short schedule with nearly 100% accuracy.
- Generated and submitted invoices based upon established accounts receivable schedules and terms.
- Created staff expense and reimbursement tracker, resulting in 100%
- Analyzed monthly balance sheet accounts for corporate reporting.
- Generated financial statements and facilitated account closing procedures each month.
- Reviewed and processed client payments, including electronic payments and check deposits.
- Trained new employees on accounting principles and company procedures.
- Maintained up-to-date knowledge of tax codes, legislation and tax programs.
- Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.
- Used accounting software to issue tax returns and prepare consolidated reports.
- Managed entire accounting cycle including gathering information, preparing documents, finalizing reports and closing books.
- Reconciled accounts and reviewed all materials, including surplus, income, expense data, net worth and assets.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Tracked financial progress by creating quarterly and yearly balance sheets.
- Reviewed and processed employee expense reports and vendor invoices for payment.
- Provides financial information to management by researching and analyzing accounting data; preparing reports.

Work History

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing database backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Preparing and **filing** of **VAT** returns periodically, without fail. Providing advice on **tax** planning and **VAT**. Functioning as the head of the team for preparing the **tax** returns and books of accounts. Looking after the management of client and supplier payments.
- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing database backups.
- Maintains financial security by following internal controls.

Asan kani.T.K

E-Mail: tkasan531@gmail.com Mobile: +91-8754102324(call cum whatsapp)

- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.

Project #2

Worked : Document controller clerk

Company : Metals services for trading & contracting company in KSA

Period : Mar-2008 to oct-2010

Work History

- Manage and maintain all controlled company documents
- Update and control procedure documents and forms
- Create and manage document hierarchy and process systems
- Take charge of all document identification, classification and filing
- Frequently conduct document audits confirming they are current and accurately reflect recorded evidence
- Ensure revised documents are accessible
- Assist with communication during external audits
- Conform to company enforced specifications and Document Control Procedures
- Train Document Control Clerks and delegate and oversee their tasks
- Train employees in company's controlled document processes to ensure correct handling of documents from the ground up
- Oversee document through its entire lifecycle (inception to archival)
- Check and edit incoming documents and prepare for distribution
- Create document filing and organizing systems that are both effective and efficient
- Ensure proper organization and security of documents (paper and electronic)
- Log document requests and help retrieve documents as needed for employees
- Make available, notify and distribute documents to relevant recipients
- Confirm delivery of documents to proper personnel
- Collaborate and communicate with managers and project leaders

Asan kani.T.K

E-Mail: tkasan531@gmail.com Mobile: +91-8754102324(call cum whatsapp)

Passport details

Passport no. : N9183121
Place of Issue : Madurai
Issue Date : 12-04-2016
Expiry date : 11-04-2026

Personal details

Name : AsanKani. T.K
Father's Name : KatchiMohideen T.P
Date of Birth : 9th Mar 1987.
Marital Status : Married
Language : Tamil, English, Hindi,Arabic
Permanent address : No 18 , Pallivasl East 1rd Street,
Pattamadai,
Tirunelveli . (Dist.) - 627453,
Tamil Nadu. (State), India.

I hereby declare that the above mentioned details are true to the best of my knowledge and belief.

Asan Kani TK