



## SUMMARY

Successful at controlling budgets, administering payroll, distributing invoices and handling any other accounting function in focused and exacting manner. Central to maintaining compliant and sustainable business operations. Consistent in accurately tracking expenses, reconciling accounts and supporting audits.

## SKILLS

- Excel: creating spreadsheets and data modeling.
- QuickBooks: accounting software for small to medium-sized companies.
- Acro BIS: software for accounting, payroll, tracking transactions, and human resources.
- FreshBooks: accounting software for small to medium-sized companies.
- Accounts Payable and Receivable (AP/AR)
- Quickbooks
- ERP (Enterprise Resource Planning) software
- Debits and credits research
- Cash Flow analysis

## PERSONAL INFORMATION

- Place of birth: Ramanathapuram
- Father's Name: Subramanian.K
- Date of birth: 07/12/1989
- Gender: Male
- Nationality: Indian
- Marital status: Married
- Religion: Hindu

# SEENIVASAN S

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- seenivasan2013@hotmail.com
- Doha, Qatar

## EXPERIENCE

10/2020 - 05/2024

### Accountant

**Al Mannai Plumbing and Electrical Trading Company** | Al Gharaffa, Doha, Qatar

- Handled up to QAR 25000 in cash transection per day, ensuring accurate and secure money handling.
- Knowledge of Accounting till finalization & Financial reporting.
- Handling Accounts Receivables, Payables, Payroll & Treasury functions.
- Reconciled primary cash funding account and monitored daily activity in all company cash accounts including general ledger accounts and cash balances.

06/2015 - 11/2019

### Junior Accountant

**Albawardi Group of Company** | Riyadh, Saudi Arabia

- Handling Accounts Receivables, Payables, Payroll & Treasury functions, Reconciled vendor statements and handled payment complaints or discrepancies, Inventory Control, Compliance with financial policies and regulations

01/2015 - 05/2015

### Billing Section

**ABC CARGO** | Riyadh, Saudi Arabia

- Invoice review and approval, Communication, Data entry, Stakeholder management, Billing type, Customer service

06/2012 - 12/2014

### Team Leader

**RS Info Solution PVT LTD** | Coimbatore, India

- Activity and resource planning, Controlling time management, Analyzing and managing project risk, Monitoring progress

## EDUCATION

### JJ Arts and science college

MBA (Finance & HR)

Percentage: 63.00%

### SMS Arts and science college

B.Sc (Computer science)

Percentage: 48.00%

## LANGUAGES

**Tamil, English, Malayalam:** First Language

**Hindi:** B1

Intermediate