

MURALI BASKARAN

General Accountant



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+971569359439

Dubai, UAE

SUMMARY

Well-organized and hardworking Accountant with over 4 years of dedicated experience in accounts receivables & payables, reconciling bank statements, and ensuring financial records are accurate.

EDUCATION

- | | |
|--------------------------|--|
| June, 2012 - April, 2014 | MBA - Financial Management
University of Madras
Navalar Nagar, Chepauk, Triplicane, Chennai, Tamil Nadu 600005, India |
| June, 2009 - April, 2012 | Bcom
C.Kandaswami Naidu College for men
E7, 3rd Ave, Annanagar East, Chennai, Tamil Nadu 600102, India |
| June, 2007 - March, 2008 | Higher Secondary
Our lady Velanganni Matric Hr Sec School
#2 and #15, Gandhi Street, Villivakkam, Chennai - 600049. |

WORK EXPERIENCE

- | | |
|--------------------------|--|
| January, 2019 - present, | Accounts Receivables & Payables
The pavilion food processing llc
Prepares, posts, verifies, and records customer payments as well as vendor payments. Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit, generally responding to all vendor enquiries regarding finance and as well as following up for the customer payment on daily basis.
Sales and Purchase invoice verifying and posting.
Petty cash handling.
Monthly stock audit.
Controlling customer credit and maintaining the vendor records as per credit terms.
Maintaining soft and hard copies of all invoices and other documents.

Dubai , UAE |
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April, 2018 -
December,
2018

Sales Executive

[Hdfc sales pvt ltd](#)

Responsible for assigned sales targets every month.

Doing calls, meeting clients.

Generate lead from builders, HO, LMS, and Area Mapping.

Interview prospective loan applicants to determine up front eligibility and screen for approval.

Ensure loan applicant provides required information and supporting documentation.

Review loan applications and documents for accuracy and completeness.

Negotiate terms of residential and commercial mortgage loans.

Manage applicants expectations related to processing times, interest rates and closing dates

Set up meetings with local home sellers, real estate professionals, lawyers and contractors to find prospective and referral loans.

Hold small conferences and meetings to explain the variety of financial products and services available.

Chennai, Tamil Nadu, India

March, 2016 -
February,
2018

Process Advisor

[Kelly Services India Pvt Ltd](#)

Checking the client loan account and verify whether he has PPI.

If PPI was mis-sold, Refund of PPI should be calculated along with 8% compensation and it will be given back to customer account.

KYC (Know Your Customer)

Chennai, Tamil Nadu, India

February,
2013 - August,
2014

Junior Officer

[Atlas Documentary Facilitators Company Pvt Ltd \(ADFC PVT LTD\)](#)

Salary process, verification and authorization.

Customer cheque verification and reconciliation.

KYC (Know your customer).

Chennai, Tamil Nadu, India

PERSONAL INFORMATION

Birthday : 03/01/1991

Nationality : Indian

Gender : Male

Marital Status : Single

Father Name : Baskaran

Mother Name : Shanthi