

LOGAN A/L RAMACHANDRAN

22-07, Jalan Scott, Brickfields, 50470, Kuala Lumpur, Malaysia

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PROFILE SUMMARY

Successful at controlling budgets, administering payroll, distributing invoices, and handling a wide range of accounting and finance functions in a focused and exacting manner. Skilled in accounting, auditing, budgeting, group accounting policies, tax requirements, and internal control procedures. Proficient in managing fixed assets, accounts payable (AP), accounts receivable (AR), general ledger (GL), monthly reporting, and closing activities. Experienced with SAP, ERP systems, and US GAAP. Central to maintaining compliant and sustainable business operations, consistently tracking expenses, reconciling accounts, and supporting audits. Detail-orientated Accountant with experience in corporate and personal finances. Communicates technical detail clearly to varied audiences and excels in planning and prioritizing to meet large workload demands.

CORE QUALIFICATIONS

- Computer literacy
- Office application – Microsoft Word, Excel, and PowerPoint
- Accounting Software – SQL Software, Tally ERP 9, and Masters
- Full-cycle accounting
- Bank reconciliations and balancing
- Auditing & Budgeting
- Group Accounting Policies
- Bookkeeping
- Internal Control Procedure
- Tax Requirements
- General ledger accounting
- Accounting and bookkeeping
- A/P and A/R reconciliations
- Fixed Assets
- General Ledger (GL)
- Monthly Reports & Closing
- Financial statement analysis

ACCOMPLISHMENTS

Has completed TALLY ACE of version 6.5

CERTIFICATIONS

- Has completed programme of CAREER ORIENTED COURSE IN E-COMMERCE (2017)
- Has completed programme of CAREER ORIENTED COURSE IN E-COMMERCE (2018)
- Has completed programme of CAREER ORIENTED COURSE IN E-COMMERCE (2019)

WORK EXPERIENCE

ACCOUNTANT

BLACK TULIP FLOWERS LLC (WENG HOA FLOWER BOUTIQUE) – KUALA LUMPUR, MY

01/2022 – CURRENT

- Maintain full sets of accounts, including accounts receivables (AR) and accounts payables (AP)
- Handle petty cash for cash purchases and perform daily cash functions, including budgeting, payroll transactions, expense management, and reconciliations
- Oversee fixed asset accounting, including acquisition, depreciation, and disposal
- Manage and review general ledger (GL) entries for accuracy and completeness
- Prepare and finalize monthly reporting and closing in line with company deadlines, ensuring compliance with group accounting policies
- Maintain and monitor internal control procedures to safeguard company assets
- Manage tax requirements, ensuring timely filing and payment
- Generate quarterly financial reports to detail company revenues and expenses
- Draft periodic profit and loss reports to analyze trends and project future changes
- Communicate with internal and external auditors to coordinate scheduled audits and compliance reviews
- Use Masters accounting software to perform bookkeeping, invoicing, and bank reconciliations
- Post accounts receivable payments made by cash, cheque, or credit card
- Reconcile bank accounts and credit card statements to address financial expenditures
- Check and approve all purchase and sales orders prepared
- Complete scheduled audits to uncover and resolve financial discrepancies or budget overages
- Generate financial statements documenting revenue, expenses, and liabilities

ACCOUNTS EXECUTIVE

HIGH VALLEY CONTRACT MANUFACTURING (GMP) SDN BHD

05/2021 – 01/2022

- Maintain full sets of accounts of the company in SQL
- Managed AP, AR, and GL functions, ensuring accuracy and compliance
- Maintain full accounts of Jadi Baking and Culinary Sdn Bhd
- Collected and maintained accurate data needed for effective forecasting
- Handled budgeting, group accounting policies, and fixed asset accounting
- Handle stock card of raw materials and packaging materials and conduct stock count every month

ACCOUNTS ASSISTANT

PINGGIRAN KIARA MANAGEMENT CORPORATION

09/2020 – 05/2021

- Maintain the official receipts and payments of the residents and suppliers in the condominium
- Issue cheques to suppliers in the condominium
- Maintain record of all receipts and payments in SQL server
- Prepared month-end closing entries to maintain detailed reporting and recordkeeping
- Chased missing transactions to help facilitate timely payments

- Prepared files and templates for budget, forecasting, and actuals with consistent file management
- Checked imported bank statements into accounts system on a daily basis to keep records up-to-date
- Worked with credit control to chase payment of outstanding sales invoices
- Assisted with receiving, processing, and verifying all invoices related to accounts payables

ACCOUNT ASSISTANT

ALLIANCE IFA – SDN

02/2020 – 05/2021

- Maintain full sets of accounts
- Worked in search of evidence and source documents regarding the project
- Worked in Intella software to extract evidences from hard disk
- Worked in preparation of exhibits for the report
- Maintain office accounts and expenses
- Learned cost management skills to increase organizational profitability

EDUCATION

Bachelor's Degree in Commerce

Dr. G.R. Damodaran College of Science – Coimbatore

Jun 2016 - May 2019

GPA: 81%

LANGUAGES

- English: First Language
- Malay: C2 – Proficient
- Tamil: C2 – Proficient
- Hindi: C1 – Advanced

REFERENCES

Mr. Muthuraman

Group Finance Manager

Black Tulip LLC