**First Name of Application CV No 1640376**

Whatsapp Mobile: +971504753686



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**CAREER OBJECTIVE**

A Chartered Accountant seeking a challenging and exciting career in a leading organisation, which enable me to contribute to the growth of the organization by utilising the skills and abilities in strategic plans and decision making, that offers professional growth while being resourceful, innovative and flexible.

PROFILE SUMMARY

Experience in financial reporting and accounting operations including maintenance of books of accounts, auditing, taxation and budgeting. Proficient in recommending procedures with proven ability to achieve financial discipline to enhance overall efficiency of the organization.

* **Chartered Accountancy** from **The Institute of Chartered Accountants of India**
* **Lead Accountant** in **Infosys**, India from October 2015 to March 2016
* **Articled Assistant** in **Anil Nair & Associates**, India from April 2011 to April 2014

WORK EXPERIENCE

 **Lead Accountant**

 **Infosys Chennai, India (October 2015 – March 2016)**

 **Key Responsibilities:**

* Financial processing and analysis.
* Preparation of financial reports.
* Month end and year end closure activities like general ledger book closure, analyze and post accruals, provisions etc.
* Closure of Fixed Assets.
* Preparation of Bank Reconciliation Statement.
* Account reconciliation and follow up.
* Intercompany book closure.

**Articled Assistant**

**Anil Nair & Associates Chartered Accountants Chennai, India (April 2011 – April 2014)**

**Key Responsibilities:**

* Preparation of audit programme and audit report.
* Manage resources and execute day-to-day activities of audit engagements / audit process.
* Schedule and conduct audits in conformity with policies & procedures of company.
* Identify and communicate accounting and audit matters along with recommendation to the Top Management.
* Produce audit working papers for checking and approval by superiors.
* Analysis of financial statements.
* Financial forecasting and budget preparation.
* Statutory, Internal and Tax Audit.
* Physical verification and valuation of inventories.
* Preparation of financial statements in compliance with Accounting Standards and other applicable laws and regulations.
* Reviewing all accounting processes and procedures ensuring compliance with company guidelines.
* Monitor and review all documents related to budgets, revenues, expenses, invoices, accounting etc.
* Finalisation of Accounts.

**Major clients handled:**

* Expo Freight Private Limited
* Mail Solutions India Private Limited
* Seven Arts International Limited
* Texel Engineers Private Limited
* Dani Aviation Services Private Limited
* Shilpi Sharanya Apparel & Home Linen Pvt Ltd
* ASE Structure Design Pvt Ltd
* Pyramid Video International Sdn Bhd

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| EDUCATIONAL QUALIFICATION |

 **Chartered Accountancy** from The Institute of Chartered Accountants of India (2010 – 2015)

 **Master of Commerce (Finance)** from Annamalai University, India (2011 – 2013)

 **Bachelor of Commerce** from University of Calicut, India (2008 – 2011)

COMPUTER PROFICIENCY

* Proficient in Microsoft Office with advanced application knowledge in Microsoft Excel
* Expert Knowledge in Tally ERP
* Basic knowledge in SAP
* Basic knowledge in other accounting packages

CERTIFICATIONS

* 15 Days General Management and Communication Skills Course from the ICAI
* 100 Hours Information Technology Training Course from the ICAI

PERSONAL DETAILS

ERSONAL DETAILS

 Date of Birth : November 13, 1989

Age : 26 Years

Sex : Male

Marital Status : Unmarried

Language Known : English, Malayalam and Tamil.

Nationality : Indian

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