# CURRICULUM VITAE C:\Users\Easso\Desktop\Arun file\fff1.jpg

# EASSO

[EASSO.335729@2freemail.com](mailto:EASSO.335729@2freemail.com)

**Career Objective:**

Seeking a challenging position to apply all the knowledge that I have gained from my academics and working experience in to real. Being, self-motivated, hard-working and dedicated to work with team oriented spirit with a high level of responsibility.

**Educational Qualifications:**

* **Bachelor of Commerce ( Cost Accounting )**

From Mahatma Gandhi University,Kerala- India

Passed with second class.

* **PGDIT ( Practical Accounting & Taxes )**

From Tax Study Centre, Kerala-India

**Computer Skills:**

* Applications : Computerized Accounting using **Tally. ERP 9 & Peach Tree**

: M.S Office (Word, Excel & Powerpoint)

* Operating Systems : Windows 7 / Windows Vista / Windows XP)

#### Work Experience:

**Worked with M/S. Abdul Jalil Al Asmawi Group of Companies & Est. as an Accountant & Office Administrator in Real Estate Division from 02nd Feb 2007 to 23rd Feb 2016.**

* Real Estate Marketing Coordination.
* Renting commercial and residential properties.
* Renewal follow up of lease contracts and making monthly reports.
* Preparation of tenancy contract and ejari registration of each tenants.
* Handling incoming/outgoing correspondence and other office admin. Jobs.
* Collecting cheques from the tenants and making vouchers through accounting software.
* Coordinating with accounts departments for the final settlements of the tenants.

**Worked with M/S. Al Ghazal Cars Dubai- U.A.E as an Accounts Assistant from 23rd September 2003 to January 2007.**

* Active involvement in preparing ledger, accounts up to finalization.
* Preparing journal vouchers for posting entries in to appropriate accounts.
* Reconciling bank statements and preparation of monthly sales report.
* Dealing cash transactions such as receipts and payments.

**Worked with M/S. Dhan & Co. Chartered Accountants as an Audit & Accounts Assistant from 23rd September 2001 to 17th September 2003.**

* Handing accounts and audits of banks and other companies.
* Preparation of financial statements and reports for the clients.
* Auditing of ledger accounts, invoices, Trail balance and Profit and loss account.
* Tallying of balance Sheet, assisting the Auditor in advising financial accounting.
* Checking of monthly accounts statements.

#### Personal Profile:

* Date of Birth : 22/05/1980
* Sex : Male
* Marital Status : Married
* Nationality : Indian
* Languages known : English, Hindi & Malayalam.
* **Visa Status : Visit Visa ( Valid up to 26/03/2017)**

**Driving License Details:**

Place of Issue : Dubai

Date of Issue : 08/04/2014

Date of Expiry : 08/04/2024

**Declaration**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date: