

Contact HR Consultant for CV No: 336734

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

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**PERSONAL SUMMARY**

A confident, capable accountant with excellent knowledge of finance and accounting procedures. Now looking for a new accountant position where my analytical, interpersonal skill and hard work will have significant impact.

**KEY SKILLS AND COMPETENCIES**

* Good all rounder in financial accounting
* Experience in using tally and other similar accounting system
* Excellent knowledge in tally ERP 9
* Journal entries and general ledger
* Problem solving
* Team building
* Time management

**WORK EXPERIENCE**

**Total Years of Experience: 4**

**12th June 2013 to 12th January 2017**

**Accounts Solutions (**An accounts contracting firm)

**Designation - Accountant**

**Roles and Responsibilities**

* Control over all Accounting and financial matters.
* Handling and maintaining Accounts up to finalization.
* Preparation of year ending schedule and accounts statements for Audit.
* Reconciliation of Bank, HO, Branches, Debtors, Creditors and Stock.
* All kind of Bank Transactions.
* Handling Staff files and preparation of Payroll.
* Maintaining Purchase & Sales including Stock Register.
* Filing of sale tax return.

**September 2010 to March 2011**

**Safe Flow Consultancy** (Plumbing and Fire Consultant)

**Designation - Accountant**

**Roles and Responsibilities**

* Preparing invoice and the upkeep of an accurate accounts filing system
* Preparation and input of month end journal voucher
* Debtor and creditor reconciliation
* Fixed asset accounting, reconciliation and depreciation journals.
* Ensuring that information is accurately collected and entered in to system

**ACADEMIC QUALIFICATION**

* Master of Business Administration(MBA)in Finance and Marketing from Bharathiar University in 2013
* Bachelor of Commerce(B-COM)from Calicut university in 2010
* Plus Two commerce from Board of Kerala in 2007
* S.S.L.C(Secondary School Leaving Certificate) from Board of Kerala in 2005

**ACADEMIC PROJECT**

A Study on Cash Flow Analysis of Steel and Industrial Forgings Ltd, Trissure, Kerala, India

**COMPUTER SKILLS**

* Diploma in Indian and Foreign Accounts(Tally 7.2 and ERP 9.0,Peachtree,Wings) from GTEC
* Microsoft Office (Word,Excel,Microsoft,PowerPoint) , Microsoft Windows XP.