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# RESUME

VIMAL

[VIMAL.349779@2freemail.com](mailto:VIMAL.349779@2freemail.com)

**accountant**

* 6 years of experience in accounting including 1 year experience in the UAE.
* **Very good experience in manual and computerized accounting.**
* **CPA+ certified**

**Key Skills**

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| * Good communication skill in both English and hindi. * Good experience in MS. Office | * Good experience in both manual and computerized accounting. * Willingness to work hard. |  |

**Professional Experience**

**Crayon stationary LLC, abudhabi, uae.**

**Accountant / sales man,** December/2015 to till date

***Key Responsibilities :***

* Prepare profit/loss statements and monthly closing and cost accounting reports.
* Compile and analyze financial information to prepare entries to accounts such as general ledger accounts.
* Preparing Sales Entry
* Purchase Invoice Entry
* General Ledger Entry
* Prepare and review budget, revenue expenses, payroll entries invoice and other documents’.
* Cost estimation

**Professional Experience** *(continued)*

**VICTORY ATC Trissur, Kerala, India.**

**Assistant Accountant & Admin**, April 2010 to November 2015

Worked and assistant account and in office administration

***Key Responsibilities:***

* Preparing Sales Entry
* Purchase Invoice Entry
* General Ledger Entry
* Preparing invoices
* Assisting chief accountant
* Petty cash handling
* Maintaining a systematic filing system
* Stationary maintenance.
* Assisting all other administration works

**Education & Certifications**

* **KERALA, CALICUT UNIVERSITY - INDIA**

**Bachelor OF COMMERCE (B.com)**

* **Kerala, BOARD OF VOCATIONAL HIGHER SECONDARY (VHSE) — INDIA**

**TRAINIG AND SHORT TERM COURSES**

**CPA+ (certified professional accountant).**

**Quick Books, DAC EASY, PEACH TREE, TALLY ERP9.**

**MS Office (Word, Excel, PowerPoint,)**

**Computer Skills:**

* MS Office (Word, Excel, PowerPoint, Access, Outlook)
* Open Office Tools.

**Declaration:**

**I, hereby declare that the above mentioned information’s are true to the best of my knowledge and belief.**