**BASIL**

**DUBAI, UAE**

**Email:** **basil.374326@2freemail.com**

**VISA STATUS: - VISIT VISA**

OBJECTIVE



To make a remarkable achievement in organization and to take up challenges to render the best of my service to the development of the organization.

WORK EXPERIENCE (5.5 YEARS TOTAL EXPERIENCE)



**JUNIOR ACCOUNTANT CUM AUDITING EXICUTIVE**

**FINCOMET TAX CONSULTANCY AND ACCADEMY 01-05-2012 TO 30-5-2016 (4 Year)**

Works relates to Computation of Sales Tax, Vat various papers related to tax

Monthly E-filing of Taxes to Government Sites. And Issue various Certificates to dealers for their smooth running of business.

Maintaining and valuating the stock-reports.

Reconcile the Bank statement.

Assisting for the Preparation of scheduled profit and loss account, balance sheet of the company by using various ratios. Analyzing financial statement on the basis of various ratios, Process amounts payable and receivables as needed.

Through Checking, verify and process of invoices, vouchers, ledgers, bills etc... For the auditing purpose, Preparing Trial Balance and Accounts Payable, accounts Receivable Lists.

Preparing Internal Auditing and reports, Follow up on significant findings from previous audit.

Visit various Business Firms for Internal Auditing.

Doing clerical works related to office.

Communicate effectively to subordinates.

**ACCOUNTS OFFICER**

**CAPITAL FINSERVE LTD (NBFC Firm) 13-06-2016 TO 14-10-17 (1.4 year)**

Reconciles bank statement by comparing statements with general ledger.

Maintaining and up to date of Day Book, Cash Book, General Ledgers of Accounts. Taking good follow up for the issuing and recovery of accounts payable and accounts receivables.

Computation and payment of TDS, Branch Accounting, Business Position Report of various Branches. Maintaining Book keeping Records

Preparing Various Accounting papers for Board Meeting Presentation.

QUALIFICATION



|  |  |  |  |
| --- | --- | --- | --- |
| B.Com (Computer | 2012 | Mahatma Gandhi | 50% |
| Application) |  | University |  |
| Class XII | 2009 | Kerala State Board | 80% |
|  |  |  |  |
| Class X | 2007 | Kerala State Board | 72% |
|  |  |  |  |

IT SKILLS



|  |  |
| --- | --- |
| Accounting Software | : **Tally ERP 9, SAP FICO** |
|  | : **MS Office** (Excel, Word, Outlook & Power |
| Others | Point) |
| STRENGTHS |  |



 Creative and self- driven, Initiator, A good Reader

 Love to Learn, Be respectful

 Stress management skill.

PERSONAL PROFILE



Name : Basil

Nationality : Indian

Date of Birth : 17th June 1991

Marital Status : Single

Languages Known : English, Malayalam ,Hindi

Passport : **M3453048 (Exp Date: 13/11/2024)**

DECLARATION



I hereby declare that all the information furnished above is true to best of my knowledge.

**Basil.**