**Accountant with 2 Years Professional Experience**



**RONY**

Current Location: Doha, Qatar

[Rony.374456@2freemail.com](mailto:Rony.374456@2freemail.com)

**CAREER OBJECTIVE**

A career in Accounting & Finance in the organization, which progress dynamically gives me ample scope for improvement and development for the company.

**WORK EXPERIENCE**

* **Accountant**: **Double Bull Accountants**, Thrissur, Kerala, India (July 2015 toAugust 2017)

**JOB PROFILE**

* Prepare and maintain accounting journals, ledgers and other financial records
* Processing Quotation Request ,Quotation, Purchase Order, Delivery Note, Sales & Purchase Invoices & other related accounting vouchers
* Prepares daily cash reports, Bank reports, PDC Registers , Petty Cash statements & Assure liquidity position of the company
* Monitoring Outstanding, Payable & Receivable review and finalizing ageing reports and monthly collection/payment reports
* Maintains and balances Banks & subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies
* Manage & control Inventory; maintain Order Register, Material Inward and Outward Book
* Develop, manage and maintain comprehensive Payroll records & Employee benefits by calculating deductions and earnings
* Manage adjustment & closing entries on month wise & Maintain general ledger by transferring subsidiary accounts, preparing a detailed trial balance & reconciling entries
* Maintain Chart of Accounts and prepare periodical Financial Statements such as Trial Balance, Profit & Loss Statement, Balance Sheet & Cash Flow Statement
* Maintains the fixed asset register, reviews accuracy of depreciation charged for the period
* Liaison work with internal and external auditors, banks and regulatory agencies
* Assists auditors for the purpose of providing supporting documentation
* Performs related duties as assigned

**EDUCATIONAL QUALIFICATION**

* **Bachelor of Commerce (B.Com),** MG University, India
* **Certificate of International Financial Accounting**

(Institute of International Accountants, India)

**IT SKILLS**

* **Microsoft Office** Packages
* Accounting packages – **Tally ERP, Peach Tree**
* Confident to do any Accounting Software

**PROFESSIONAL SKILLS**

**Teamwork****Self-Confidence.**

**Planning/Organizing.****Honesty**

**Taking initiative****Adaptability****Willingness to Learn**

**PERSONAL INFORMATION**

Date of Birth : 06-03-1995

Gender : Male

Nationality : Indian

Marital Status : Single

Religion : Christian

Languages Known : English, Malayalam, Hindi and Tamil

Visa Status : Visit Visa

**REFERENCE**

Reference will be provided on demand