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Lalu

Email Id: lalu.374935@2freemail.com

**Career Objective:**

To work in a challenging professional environment and there by develop& utilize my knowledge, talents, skills and abilities for the success of the organization.

**Skills, Strength & Abilities:**

* Practical knowledge in Accounts, Audit& Tax matters
* Good communication and writing skill in English
* Experienced in preparation of financial statements, bank reconciliations& other related reports
* Capable of handling any computer aided accounting software / systems
* Capable of carrying out accounts/audit assignments independently
* Adaptive & willing to work beyond schedules
* Quick learner, active listener, friendly, enthusiastic, creative & hard working

**Work Experience:**

1. Accountant (February 2014 – Till date)

Employer: Al Ahli General Trading Department Store,

 U.A.E.

Duties & Responsibilities:

* Handled accounts on a day to day basis;
* Responsible for handling petty cash upto 35000 Dhms;
* Prepared trial balances, income & expenditure report and creditors reports on a timely basis;
* Prepared various reconciliation reports like bank & creditors;
* Preparation of financial statements;

2. Audit Assistant (June, 2010 – August, 2013)

Employer: P. O. Denny B.Sc., F.C.A.,

 Chartered Accountant,

 Kunnamkulam, Kerala, India

Duties & Responsibilities:

* Assisted in various Statutory Audits, Tax Audits & KVAT Audits;
* Preparation & finalization of financial statements;
* Preparation & filing of Income tax returns, TDS returns, Service tax & Central Excise returns and other related forms.

**Academic Qualifications:**

* B.Com.(Finance) from Calicut University, Kerala, India
* VHSE from Directorate of Vocational Higher Secondary Education, Kerala, India
* SSLC from Board of Public Examination, Kerala, India

**Personal Information:**

Full Name: Lalu

Date of Birth: 16th March, 1990

Gender: Male

Religion: Christian

Marital Status: Single

Nationality: Indian

Address:

Interests: Cricket, Football, Caroms

Passport: valid up to 23/04/2019

Visa Status: Accounts - General

Driving License: UAE Driving License valid up to 22/02/2027