**Accountant with 2 Years Professional Experience**



**ARUN**

**Current Location: Doha, Qatar**

**Contact number: + 971504973598**

**Email:** [arun.378536.@2freemail.com](mailto:arun.378536.@2freemail.com)

**CAREER OBJECTIVE**

To be associated with a progressive organization that gives me the scope to apply my knowledge and skill in **Accounts/Finance** and involve myself as a part of the team that dynamically works towards the growth of the organization.

**WORK EXPERIENCE**

* **Accountant**: Rich Dad B P O, Kerala, India (Aug 2015 – Aug 2017)

**JOB PROFILE**

* + Update and maintain accounting journals, ledgers and other records detailing financial business transactions
  + Prepare and review Vouchers, Quotation, LPO, Delivery note, Debit note, Credit note, invoices, Receipts, Payments and any other related documents
  + Ensure liquidity management strategies to maintain healthy cash flow availability
  + Reconcile of A/R and A/P, Prepare ageing report & Maintain list of accounts receivable and payable
  + Prepare Bank reconciliation & reconciliation of Debtors & Creditors
  + Reconciled inventory and altered journal entries to match general ledger with inventory system
  + Prepare & Maintain Salary, Leave Salaries & End of Service Indemnity provisions, Employee Loans & Advances and other benefits & final settlements etc
* Manage month-end close activities including the preparation and review of Adjustments & Closing entries
* Preparing various financial reports on timely manner includes T/B, P&L, B/S , Cash Flows & Aging Reports etc
* Manage Fixed Asset Register, and maintain all related documentations
* Liaison with management, auditors, Bankers & external parties
* Coordinates and assembles information for the annual audit and provides assistance to external auditors in the review of financial operations
* Performs other duties as assigned or required

**EDUCATIONAL QUALIFICATION**

* **Bachelor of Computer Applications(BCA),** M G University, India
* **Certificate of International Financial Accounting**

(Institute of International Accountants, India)

**IT SKILLS**

* **Microsoft Office** Packages
* Accounting packages – Tally ERP 9, Peachtree
* Confident to do any Accounting Software

**PROFESSIONAL SKILLS**

* **Time Management**
* **Stress tolerance**
* **Leadership**
* **Honest**
* **Professionalism**
* **Knowledge of concepts & principles**
* **Quick learner**

|  |  |
| --- | --- |
|  | **PERSONAL DETAILS** |
| Date of Birth | : 19/03/1994 |
| Gender | : Male |
| Nationality | : Indian |
| Marital Status | : Single |
| Religion | : Hindu |
| Languages Known | : English, Malayalam and Hindi |
| Visa Status | : On arrival Visa |
|  |  |
|  | **REFERENCES** |

Reference can be provided on demand.