CURRICULAM VITAE



**KARTHIK**

CONTACT INFORMATION

[Karthik.379488@2freemail.com](mailto:Karthik.379488@2freemail.com)

EDUCATION

* Bachelor of commerce / 2005-2008 batch / CBM college / Bharathiyar University / Coimbatore
* Higher secondary / 2003-2005 batch / TNGR higher secondary school / Coimbatore
* SSLC / TNGR higher secondary school / Coimbatore

SKILLS

* Microsoft Word
* Microsoft Excel
* Facts accounting software
* Tally accounting software
* Microsoft outlook

**PROFESSIONAL PROFILE**

Accountant with 9+years of experience in junior level to senior

level. Ensuring accurate reporting of accounting information to

the management and maintain the accounts with accounting

principals. Handling the accounts individually up to finalization

without supervising.

**EXPERIENCE SUMMARY**

**ACCOUNTANT**

**Tawoos agricultural UAE LLC / Dubai / 2014 – Present**

**Duties and responsibilities**

* Invoicing.
* Preparation of VAT.
* Receivables and Payable management.
* Preparing the payment request for suppliers.
* Inventory controlling.
* Bank reconciliation.
* Passing the purchase, sales, journal vouchers
* Issuing the Debit note and credit note
* Handling the Branch accounts individually.
* Preparing monthly reports to the management.
* Bank activities.
* Monitoring the utility bills and settle the dues before the due date.
* Cash handling.
* Book keeping.
* Monitoring the co-workers work and correct their mistakes.
* Budget forecasting.

**ACCOUNTANT CUM ADMIN**

**Synetics Automation Solutions Pvt LTD / Coimbatore / 2013-14 Duties and responsibilities**

* Invoicing and book keeping
* Maintaining the receivable and payable
* Bank reconciliation
* Preparing monthly reports to the management.
* Handling the admin activities like attendance, payroll, salary distribution etc.
* Filling VAT returns through online.
* Preparing the central excise and C-Form
* Handling the petty cash.

**JUNIOR ACCOUNTANT**

**Suryabala Autos Pvt LTD / Coimbatore / 2008-2012**

**Duties and responsibilities**

* Invoicing and book keeping
* Bank reconciliation
* Purchase order processing
* Preparation of VAT and Service Tax
* Handling cash
* Co-ordinate with Auditor for Tax filling and sales tax office works.
* Bank works
* Stock Auditing

**ADDITIONAL QUALIFICATION**

* Software - DOA (Diploma in office automation in IMF computer education)
* Packages - Ms-Office

Tally (9.0 ver.)

**LANGUAGES KNOWN**

* Tamil, English [ Read, Write and Speak ]
* Malayalam, Hindi[ Speak only ]

**PERSONAL INFORMATION**

Gender : Male

Marital status : Married

Age & DOB : 30years, 02.12.1987

**DECLRATION**

I am here by declaring all the above information’s are true by my knowledge.