**CURRICULUM VITAE**

**AKHIL**



ACCOUNTANT

Dubai, UAE

Email : [akhil.379573@2freemail.com](mailto:akhil.379573@2freemail.com)

# CAREER OBJECTIVE

Seeking a suitable position in Accounts & Finance with a reputed organization, where my education, experience and hard working can contribute to the enrichment of myself and growth of the organization.

 **PROFILE**

 Handling and maintaining accounts up to Finalization  VAT Taxation

 Manuel & Computerized Accounting

 Receivables & Payables

 Inventory Management with VAT

 Proficient in using Tally ERP 9, MS Office

 Have excellent communication & interpersonal skills

# EDUCATIONAL QUALIFICATIONS

M.B.A - ( Mahatma Gandhi University, Kerala, India) B.Com - ( Mahatma Gandhi University, Kerala, India)

 **IT SKILLS**

 Thorough working knowledge in computerized environment  Systems involving Microsoft Office Packages

Accounting packages – Tally ERP 9

# WORK EXPERIENCE

Organization : M/s. ACCOUNTS

(Accounts contractors provide high quality and specialized accounting services to various industries)

Location : Cochin, Kerala, India

Nature of Work : Manual & Computerized Accounting Position : Accountant

Period : From 13th June 2012 to 26th February 2018

Reference : P.V. Paulose (Administrator)

M/S Accounts : +919447840464

# RESPONSIBILITIES

 Compile and analyze financial information’s and documents to prepare books of accounts and its finalization.

 Maintenance of Day Book and ledgers

 Maintain Cash and accurately record cash transactions.  Prepare Income Statement and Balance Sheet

 Preparation of cash flow and fund flow statements

 Payroll preparation and Accounting

 Preparation of Purchase and Sales registers.  Monitoring Payables and Receivables

 Produce monthly statement of accounts.

 Preparation of Bank reconciliation statements  Inventory with VAT

# PERSONAL INFORMATION

Date of Birth : 20th August 1989

Gender : Male

Nationality : Indian

Marital Status : Single

Religion : Christian

Languages Known : English, Hindi,Tamil, Malayalam

 **DECLARATION**

The above information provided is correct to the best of my knowledge and belief. I shall be grateful if you provide me the chance to work with you. I shall work to best of my abilities and your expectations.