**CURRICULUM VITAE**



**ADHARSH**

**UAE - Dubai**

**E-mail:**

**Adharsh-393470@2freemail.com**

**PERSONAL DETAILS**

Date of birth : 16-07-1992

Sex : Male

Marital status : Single

Nationality : Indian

Visa Status : Visit Visa

**TECHNICAL QUALIFICATION**

* Tally ERP 9
* Solver Inventory System -

ERP

* Mycom Inventory Managemnt - ERP
* MS Office

**CAREER OBJECTIVE**

To pursue highly challenged career in the field of Finance & Accounts by investing my knowledge, experience and ideas to develop high caliber professional skill and effective management technique through an innovative and socially committed organization.

**EMPLOYMENT DETAILS**

**Muscat - Oman Position: Divisional Accountant & General Accountant Duration: April 2017 to April 2019**

**JOB DESCRIPTION**

* Check and authorize all entries are properly posted in respective account/ledger.
* Control cash flow
* Day to day accounting transaction, reconciliation of bank statements, cash-in-hand, petty cash, accounts payable, accounts receivable and

inter- company.

* Verifying petty vouchers.
* Prepare payroll and ensure accurate pay to employees by calculate earnings and deductions.
* Handling and Writing Chques.

 Analyze and maintain customer account, supplier account and review age-wise analysis.

* Tracked cash receipts, petty cash expenditures and ensure the daily cash had deposited to bank on daily basis.
* Provide financial information to management by analyzing accounting data.
* Coordinates and assembles information for the annual audit and provides

assistance to external auditors in the review of financial operations.

* + Responsible for evaluation and analysis of operating data and business plans
	+ Prepare & assist chief accountant, at the time of Finalization of Accounts
	+ Responsible for overseeing and handling financial auditors.
	+ Prepare monthly financial reports, ad-hoc reports and other reports as per the needs of management.
* Handle banking operations such as planning for payments & collections.

**Thrissur - Kerala**

**Position: Assistant Accountant**

**Duration: March 2016 to March 2017**

**JOB DESCRIPTION**

* Handling Petty Cash
* Assist the chief account in preparing financial reports.
* Prepare Cheques for suppliers.
* Prepare payroll and ensure accurate pay to employees by calculate earnings and deductions.
* Daily bank reconciliation.
* Managing daily post in and out

**SKILLS & ABILITIES**

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* Self confident
* Good command over calculations.
* Leadership and implementation skills
* Innovative thinking
* High adaptability
* Keen observer.
* Quick learner.
* Loyal towards work and duties.
* Can work under stressed condition.
* Good communication skills.

**PRESENT ADDRESS (UAE)**

Dubai UAE

**Kerala - India**

**Position: Assistant Accountant. Duration: March 2015 to Feb 2016**

**JOB DESCRIPTION**

* Advice clients regarding sales tax procedures.
* Maintain and update client database.
* Worked with clients in providing the necessary document for tax Authorities when required.
* Handle sales tax and its E-filling .

**EDUCATIONAL QUALIFICATION**

* Master of Commerce, Bharathiyar University, Coimbatore, India -

PURSUING.

* Bachelor of commerce, University of Calicut – 2014.

**CERTIFICATION COURSE**

* Diploma in Computerized Professional Accounting, Jawaharlal Nehru Education & Charitable Foundation - 2014.
* Diploma in sales Tax Practice , National Centre For Labour and Learning - 2014

**DECLARATION**

I hereby declare that all the above-furnished in formations are true and best of my knowledge and belief