**CONTACT INFO**

**Nandu-395669@gulfjobseeker.com**

**Dubai , UAE**

**PERSONAL DETAILS**

**Date of Birth** **: 06/07/1993**

**Gender** **: Male**

**Nationality** **: Indian**

**Marital Status** **: Single**

**Religion** **: Hindu**

**Languages Known : English**

**Malayalam**

**Tamil**

**Visa Status** **: Visit Visa**

**NANDU**



**Accountant**

with **3** years Professional Experience

**CAREER OBJECTIVE**

Seeking a challenging job in an esteemed organization in the field of Accounting and Finance where my skill sets can be utilized towards growth of the organization and opportunities exists for knowledge enhancement and career growth.

**WORK EXPERIENCE**

**Accountant**

Accounting & Cunsulting Services(4th Jan 2017 – 16th Aug 2019) Thrissur , Kerala

(30th Mar 2016 –30th Dec 2016) Kerala

**JOB PROFILE**

* Update and maintain day to day accounting journals, ledgers and other records detailing financial transactions
* Processing Quotation Request ,Quotation, Purchase Order, Delivery Note, Sales & Purchase Invoices & other related accounting vouchers
* Monitoring Cash & Cash equivalent transactions and maintain working capital and liquidity
* Monitoring Outstanding, Payable & Receivable review and finalizing ageing reports and monthly collection/payment reports
* Reconcile Bank accounts, A/R & A/P, Associated & Intercompany accounts by gathering balancing information
* Manage & control Inventory; maintain Order Register, Material Inward & Outward Book
* Prepare employees leave salary , Gratuity and other benefits and manage Payroll
	+ Advances
* Maintain tax(VAT) payments & support VAT implementations
* Manage adjustment & closing entries on month wise & Maintain general ledger by transferring subsidiary accounts, preparing a detailed trial balance & reconciling entries
* Preparing the timely and accurate financial statements and reports

(T/B, P&L, B/S , Cash Flows & Aging) for management review

* Maintains the fixed asset register, reviews accuracy of depreciation charged for the period
* Liaison with Banks for Loans and Financing Facilities, auditors & regulatory agencies
* Assists auditors for the purpose of providing supporting documentation
* Perform various other duties and activities as assigned by management

**EDUCATIONAL QUALIFICATION**

* Bachelor of Commerce (B.com), M G University, India
* Certificate in International Financial Accounting (IIA , Kerala)

**IT SKILLS**

* Microsoft Oﬃce
* Accounting Soft wares Tally ERP9, Peach tree
* Can familiar with any Accounting Soft wares Immediately

**PROFESSIONAL SKILLS**

* Encouraging people
* Generating accounts
* Time management
* Decision Making

**REFERENCES**

Reference will be provided on demand