**Jai**

Email: jai-397478@gulfjobseeker.com

**Objective:**

To work for a professionally managed company with a good organizational objective and friendly environment, in a capacity that offers responsibility, challenge, jobsatisfication and scope for organizational and personal development and growth.

**Profile Summary:**

* 2+ year of total experience in Accounting & Tax Filing.
* Enthusiastic and detail oriented Accountant with experience in Book keeping and Auditing.
* Hands on experience in Tally 9.0 and Quick Books.

**Professional Experience:**

**Accountant (May 2018-Jan 2020)**

* Recording, classifying and Summarizing financial transactions and events in accordance with

Accepted local accounting principles and financial reporting standards.

* Reconciliation of Bank Statements.
* Manage the process of cash receipts, recording of revenue and receivables in Quick Books and Tally.
* Manage the process of payments, recording of expenses and payables in Quick Booksand Tally.
* Manage Fixed Asset Purchase, Depreciations, Sales and Disposals
* Preparation of GST returns and filing the same duly.
* Facilitate and complete monthly close procedures.
* Processing employee’s payroll every month.
* Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement and other reports.
* Provide financial information to management by researching and analyzing accounting data and preparing reports.
* Reconcile financial discrepancies by collecting and analyzing account information periodically.
* Manage Customer and Vendor relationship and coordinate with them for Orders, Delivery, Invoices and Payments

**Academic Qualification:**

* **B.com Professional Accounting (PA)**, PSG college of Arts and Science, Bharathiyar University,India ,2018.

**Strengths:**

* Adaptive in nature
* Ability to think strategically and understand the organization’s future goals, as well as the current ones.
* Quick Learner and good Team Player.

**Linguistic Abilities:**

English, Tamil and Telugu.

**Personal Profile:**

Date of Birth 03/05/1998

Nationality Indian

Marital Status Single

Visa Type Visit

Availability Immediate