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# **OBJECTIVE**

To be part of a reputed and dynamic firm and make them exploit my knowledge and technical skills to achieve the corporate as well as my personal objectives.

**EDUCATION**

* Bachelor of Commerce , Calicut University.2010
* 12th Grade, Sacred Heart Higher Secondary School, Nilgiris, 2006.
* 10th Grade, AnapparaGovt.High School, SulthanBathery, 2004.

**WORK PROFICIENCY**

* + Maintaining of Accounting Vouchers
* Bank Reconciliation
* Purchase & Sales Accounts
* Vat e-filing & e-Payment
* E-filing of GST Return
* Bill Payables & Receivables
* Ledger Keeping & Booking of Invoices
* Accounts Receivables & Accounts Payables
* Intra-day Petty Cash Disbursements
* Handling of Payroll Process

# **COMPUTER KNOWLEDGE**

* CFA [Tally ERP 9], Oracle, SAP, Ms-Office, Internet skills & other basics.

## EMPLOYMENT HISTORY

* Working as Accounts Manager in **Maxtouch Computers LLC** at Bur Dubai, UAE from November 2017 to till date.
* Maintaining and keeping books of accounts
* Preparing daily sales report
* Working on daily Bank Reconciliation Statements
* Finalization of accounts for statutory auditing
* Verification of daily purchases and sales statement
* Verification of stock movement statement
* Preparing Quarterly VAT Return and Payment
* Preparing TR & TT Documents & Submission in Bank
* Handling Accounts Receivables & Payables
* Worked as Accounts Manager in **Superbee Automobile Union** at Edappally, Cochin from June 2015 to September 2017.
* Internal auditing and day to day accounting with branches
* Monthly e-filing and e-payment of Vat return
* Appearing Vat Assessment in Sales Tax Office
* E-filing of annual return and its reconciliation with monthly Vat returns
* Maintaining and keeping books of accounts
* Finalization of accounts for statutory auditing
* Preparing and Filing of Service tax Return
* Generation of C Form from Sales Tax Site and send to Interstate Suppliers
* Generating declaration Forms 8F & 8FA from Sales Tax Site
* E-filing of GST Return such as GSTR 3B, GSTR 1, GSTR 2, GSTR 3
* Monitoring day today transaction and Financial status
* Quotation & Purchase Order processing
* Attending vendor and client queries via phone and e-mail
* Handling Account Payables and Receivables
* Ensure accurate and appropriate recording and analysis of revenues and expenses
* Preparing Bank Reconciliation Statements
* Preparation of MIS Report
* Verification of daily purchases and sales statement
* Verification of stock movement statement
* Worked as Executive-Credit Controller in **REINHOLD WUERTH INDIA Pvt. Ltd.** at Cochin from January 2014 to June 2015.
* Checking the Receipts before punching the entries
* Monitoring the bank statement on a Daily basis before punchingreceipt entries
* Receipt Punching
* Cheque Bounce Entry
* Passing TDS Entries
* Reconciliation of Customer Ledger
* Date lock Management
* Passing Adjustment Entries
* Checking New Customer Info Sheet & its Approval
* Fund Transfer Receipt Entries
* Follow up with Sales Team / Customers in terms of collection anddisputes
* Generating the Outstanding Reports and sending to sales team
* Worked as an Accounts Assistant in **SOUTH INDIA TILES Pvt. Ltd.** at Ranebennur,Bangalore from March 2012 to January 2014.
* Maintaining of Accounting Vouchers
* Purchase & Sales Accounts
* Vat e-Filing & e-Payment
* Book Sales Invoices
* Maintaining Creditors & Debtors Accounts
* Payroll Accounting
* Worked as Accountant cum Audit Assistant in **THOMAS C.S. & ASSOCIATES** at Wayanad from April 2010 to December 2011.
* Internal Auditing
* Vat e-filing
* Finalization of Accounts
* Bank Reconciliation
* Preparing and Filing of Service tax Return

# **PERSONAL DETAILS**

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| **Date of Birth, Age**  | 10-02-1986, 32 years |
| **Marital Status** | Unmarried |
| **Strengths** | Self-motivated and the zeal to work as an individual and in a team. Believes in learning from mistakes as well as success.  |
| **Languages Known**  | English, Hindi and Malayalam |
| **Hobbies & Interests** | Listening to Music and Traveling |