

**NAVAS**

Mail: [navas-394478@2freemail.com](mailto:navas-394478@2freemail.com)

Date of birth: 12-03-1992

Nationality: Indian

Visa Status: 3 Month Visit (End on 1st Nov 2019)

**PROFESSIONAL SUMMARY**

A confident, multi-skilled & capable accountant with excellent knowledge of finance & accounting procedures. Exceptional analytical & problem solving skills & able to provide financial information to all areas of the business whilst ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance & development of financial systems and accounting procedures. Now looking for a new & challenging accountancy position, one which will make best use of my existing skills and experience & also further my development.

**SKILLS**

* Good All round Financial Accounting knowledge
* Self-motivated professional
* Knowledge of Accounts Payable & Receivable Process & Procedures
* Petty Cash Management & Invoice coding familiarity
* Good Communication skills (Hindi & English & Malayalam
* Knowledge of computer (Tally Erp 9, MS Office)
* Tax accounting specialization

**WORK HISTORY**

* ACCOUNTANT in Sharjah, UAE ( 2 Year & 3 Moths )
* Generated financial statements and facilitated account closing procedures each month.
* Preparing sales invoices & the upkeep of an accurate accounts filing system
* Preparation and input of month end journal vouchers
* inputting, matching, batching and coding of invoices
* Conducting regular business reviews of financial performance.
* Proactively identifying business improvement opportunities.
* Ensuring that information is accurately collated & entered into systems.
* Assist in the preparation of monthly balance sheet account reconciliations.
* Inputting of supplier invoices and employee expense claims to the ledgers.
* Trained new employees on accounting principles and company procedures.
* Supervising junior financial staff.
* Preparation bank reconciliation as per the bank statement.
* Modified a comprehensive financial reporting package to reflect growing organizational complexity
* ACCOUNTANT in Kollam, Kerala ( 1 Year )
* Filed tax returns and prepared governmental reports in compliance with strict standards.
* Preparing sales invoices & the upkeep of an accurate accounts filing system
* Preparation and input of month end journal vouchers
* Inputting, matching, batching and coding of invoices
* Responsible for financial accounts including budgets and cash-flow.
* Supervising junior financial staff.
* Conversant with ITR and VAT reconciliations.
* Conducting regular business reviews of financial performance.
* Proactively identifying business improvement opportunities.
* Fixed Asset accounting, reconciliations and depreciation journals.
* Ensuring that information is accurately collated & entered into systems.
* Assist in the preparation of monthly balance sheet account reconciliations.
* Inputting of supplier invoices and employee expense claims to the ledgers.
* Assisted in the audit works.
* Preparation bank reconciliation as per the bank statement.
* ACCOUNTANT in Kerala ( 2 Years )
* Compiled general ledger entries on a short schedule with nearly 100% accuracy.
* Maintained integrity of general ledger, including the chart of accounts.
* Proactively researched technical tax issues related to consulting projects.
* Managed annual external audit.
* Filed tax returns and prepared governmental reports in compliance with strict standards.
* Preparing sales invoices & the upkeep of an accurate accounts filing system
* Preparation and input of month end journal vouchers
* Inputting, matching, batching and coding of invoices
* Responsible for financial accounts including budgets and cash-flow.
* Supervising junior financial staff.
* Conversant with GST and VAT reconciliations.
* Conducting regular business reviews of financial performance.
* Proactively identifying business improvement opportunities.
* Fixed Asset accounting, reconciliations and depreciation journals.
* Assist in the preparation of monthly balance sheet account reconciliations.
* Inputting of supplier invoices and employee expense claims to the ledgers.

**EDUCATION**

* Completed MBA (Marketing) from VINAYAKA MISSION UNIVERSITY, SELAM in 2018
* Completed B.Com, from UNIVERSITY OF KERALA in 2014
* Completed Higher Secondary from HIGHER SECONDARY BOARD KERALA in 2010
* Completed SSLC from STATE BOARD KERALA, KERALA in 2008

I hope that my application will find your due consideration and you will provide me with opportunity to an interview with a favorable reply at your earliest convenience.

Thanking you,

Navas