RANJITH ACCOUNTANT

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#  Profile Summary

Proficient and detail oriented accountant with almost 5.8 years of GCC work experience & 7 years of Indian work experience.

#  GCC Work Experience

##  Abu Dhabi (Jul 2018 – Mar 2020)

 Accounting up to Finalization

 Preparation of In House statement on quarterly basis.

 VAT return filing.

 Preparation of cash flow statement.

 Preparing MIS report for management.

 Payroll preparation.

 Preparing bank reconciliation statement.

 Interacting with banks.

 Interacting with customers.

 Interacting with overseas suppliers.

 Maintaining petty cash.

 Coordinate with other department for resolving customer, supplier and employees related issues.

 Ensure entries are proper done by the colleagues in tally.

 Ensure accounts department in proper for resolving other department’s requirement.

## North Tours LLC, Dubai (Nov 2013- Oct 2017)

 Assist Accounts Manager in preparation of Financial Statements.

 Preparing MIS report for management.

 Payroll preparation.

 Prepare aging of receivables.

 Preparation of bank reconciliation statement.

 Daily update of data in tally related to creditors invoice & petty cash.

 Customer payment follow up.

 Handling & management of accounts payable.

 Checking traffic fines, online salik recharge, telephone bill payment.

 Perform banking transactions like cash deposit and cheque deposit.

#  E x p e r t i s e

Tally ERP 9 Quick Books Microsoft Word Microsoft Excel

Microsoft PowerPoint

#  S t r e n g t h s

 Quick learner

 Excellent Communication skills

 Willingness to take up responsibilities

#  Languages

 English

 Hindi

 Malayalam

#  Indian Work Experience

## Novatek Electro Engineers Pvt. Ltd, Chennai (Jun 2009 – July 2013)

 Preparing profit & loss account and trial balance.

 Verifying and signing sales invoices.

 E-filing of monthly sales tax return.

 E-filing of quarterly excise return.

 Responsible for handling both Accounts Payable as well as Accounts Receivables.

**Kerala Transport Co. Chennai. (Jan 2006 – May 2009)**

#  Academic Qualification

**Bachelor of Commerce(Finance):**

University of Calicut, Kerala, India

Nationality : Indian

Date of Birth : 12th May 1985 Marital Status : Married

Visa Status : Visit Visa

Validity : 06-09-20 to 01-12-20