



ARAVIND KRISHNAN

ACCOUNTANT

WITH 2 YEARS PROFESSIONAL EXPERIENCE

CAREER GOAL

To achieve a professional growth in the field of accounting by continuous learning and help the organization in achieving the

WORK EXPERIENCE

Accountant

Ann's Bakery and confectionery Pvt. Ltd

PROFESSIONAL DUTIES

- Reviews all invoices, Receipts, Payment Vouchers & Suppliers documentations
- Manage Receivables and Payable by preparing ageing reports, calculating, reimbursement bills, Tracking & Reconciling Receivables & Payable etc..
- Maintain Bank reconciliation, Inter & Associated companies reconciliation & Reconciliation of debtors and creditors.
- Review monthly inventory check and making report in every month, prepare reports of moving items and non-moving items.
- Manage month -end close activities including the preparation and review of Adjustments & Closing entries
- Facilitate and complete monthly close procedures



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Dubai, UAE

HIGHLIGHTS

- General Accounting
- Recording Vouchers
- Reconciliation of Accounts
- Receivables & Collection
- Payables & Payments
- PDC Management

LANGUAGES

Malayalam ★★★★★

English ★★★★★

Hindi ★★★

- Assist and coordinate to schedules for periodical reviews, internal audits & year-end audit with external auditors.
- Provide time to time reports to the management & Ensure confidentiality and security of all financial files.



EDUCATION

- Master of Business Administration (MBA), Bangalore University
- Bachelor of Business Administration (BBA) M.G University



IT KNOWLEDGE

- Tally ERP 9
- MS Office
- SAP SD



WORK PROFILE

- Ability to understand and deal with people
- Sincere and Dedicated
- Good team spirit



PERSONAL PROFILE

Date of Birth	: 20/12/1994
Nationality	: Indian
Marital Status	: Single
Visa Status	: Visit
Availability to Join	: Immediately



REFERENCE

Submitted at the time of request