

General Accountant with 4+ years of experience



RITHIN M R

Personal Information

Date of Birth: 12 Nov 1994

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Passport No.: P 4051996

Languages Known
English, Malayalam, Hindi

Notice Period:
Immediately

Profile Synopsis

Accomplished accounting professional with 4+ years of experience in finance & accounting activities, scrutiny of general ledgers, booking of invoices, supplier reconciliations, cash management and prepare monthly closing and VAT report. Seeking for a challenging opportunities.

Skills

- Well versed with the concepts of Accounting and Finance
- Tally ERP 9/Prime, Quick books online
- GCC VAT filing & return.
- Petty cash management & bookkeeping
- Conversant with MS Office
- Journal entries & general ledger
- Financial reporting & analysis.
- Adept with payable & receivable management.
- Adhere to accounting principles & practices.
- Exemplary analytical and problem solving skills

Work Experience

General Accountant- SPD Landscaping LLC, Dubai, UAE
Oct 2018 to Present (2 Yrs. 6 Months)

Accountant- Win's Associates-Builders & Contractors, Kerala
Sep 2016 to Oct 2018 (2 Yrs.)

- Process sub-contractor and supplier invoices in a timely manner, verifying accuracy of transactions.
- Bank book reconciliation, preparation of cheques and associated reports.
- Reconcile Accounts Payable sub-ledger monthly, enter and reconcile cheques cashed to Tally ERP 9 on a monthly basis.
- Preparation and filing of quarterly VAT report.
- Preparation of monthly cost reports for various undergoing projects and send reports to the project team.
- Preparation of monthly financial reports and submitting to management to review the company performance.
- Process all client payments monthly or as required basis and do follow up for the same.
- Petty cash management for various projects as per requirements in site.
- Payroll preparation and processing of same in WPS.
- Preparing employee final settlement as per UAE labor law.

Education

2014 – 2016 **Masters of Business Administration**
Kerala University (73 %)

2011 – 2013 **Bachelor of Business Administration**
Calicut University (80%)

Date:

Rithin MR