



Objective

To work in an organization to deal with greater value added issued, and work towards delivering the highest of my abilities and professionalism gained from academics and experience.

Skill Highlights

- Fast learner
- Strong decision maker
- Adaptive to any situation
- Good communication skill
- Knowledge and experience in Microsoft Word, Excel and Trade Easy Accounting Software
- Innovative

Contact

Sharjah, United Arab Emirates.

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Personal Details

Date of Birth : 30/12/1995
Passport No : P8832389
Marital Status : Single
Nationality : Indian
Gender : Male

Languages

English - Read, Write, Speak
Arabic - Read, Write
Hindi - Read, Write, Speak
Tamil - Speak

Computer Skills

- MS Office
- POS Software
- Tally ERP.9
- Peachtree
- Quick book

DRIVING LICENSE

UAE Valid Driving License of 4 Wheeler
Indian Valid License Of
2 & 4 Wheeler

Experience

ACCOUNTANT

(EMS GROUP OF COMPANY, ALQASIMIA, SHARJA, UAE)
(2019-2021)

- Prepare Financial Statements, Verify Recorded Transaction and Report Irregularities to Finance Manager.
- Generated Trail Balance, Income Statements and Prepared Balance Sheet, General Ledger.
- Maintaining Cash Book, Receipts and Payments.
- Preparing Bank Reconciliation Statements.
- Handling Petty Cash and Salary Sheet.
- Preparing Monthly Financial Reports.

ACCOUNTANT ASSISTANT

GREENS HYPER MARKET, Kerala, India (September 2018 to June 2019) KANNUR AUTO PARTS, Kerala, India (June 2019 to January 2020)

- Preparing A Customer's Account Statement
- Assigned to Maintain the Clients' Accounts, General Ledger, Purchase and Sales Records.
- Petty Cash and All Relevant Records.
- Working With Team Personal Determination & Honestly and Communication Skill.

Education

- Bachelor of Commerce: **Kannur University**- 2018
- Higher secondary : **National School of Open Scholl** -2015
- S.S.L.C : **Kerala state board of public examination**- 2013

Certifications

- **ISFA** (Integrated Solution For financial accounting) **Sree Ramakrishna Computer Center**, Kannur Kerala , India