



CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through Self improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.



PROFILE SUMMARY

M.com Finance with More than, 7 years in the field of Accounting & Auditing and currently looking for a job opportunity in a reputed organization.



KEY SKILLS

Teamwork

Attention to detail

Detail Oriented

Internal controls

Problem Solving

Time Management

Work Ethic

Hardworking

Interpersonal ability



EMPLOYMENT CHRONICLE

ACCOUNTANT CUM ADMIN EXECUTIVE | July 2022- still working
AL AFAQ DOORS AND ROLLING SHUTTERS FACTORY LLC UAE,

ACCOUNTANT | May 2019 – Jun 2022

TAXPOLE ACCOUNTING AND TAX PREPARATION, PUNALUR, KOLLAM, KERALA, INDIA

ACCOUNTANT | Jan 2017 – Mar 2019

H.K ENTERPRISES ENGINEERS & CONTRACTORS SURAT GUJRAT INDIA

ACCOUNTANT CUM AUDIT ASSISTANT | Oct 2015 – Nov 2016

VKG & ASSOCIATES (Chartered Accountants), KERALA, INDIA

KEY RESPONSIBILITIES

- Preparation of books of accounts manually and computer environment with basic Accounting.
- Preparation of Financial Statements in accordance with Accounting Standards.
- Preparation of Bank Reconciliation Statements.
- Analyze financial data, records, reports and statements.
- Assisting the audit of Banks, Companies, Financial Institutions, and Non-Profit Organizations, etc.
- Assisting the verification of Stocks, Fixed Assets etc.
- Reconcile accounts payable and receivables
- Petty Cash Book Preparation, Posting journal entries
- Compiling, analyzing, and reporting financial data.
- Keeping informed about current legislation relating to finance and accounting.
- E-Filing of Partnership Firms, Trusts etc. Value Added Tax returns under the regulations of Kerala Value Added Tax Act 2003 of India.



UNNIKRISHNAN.K

ACCOUNTANT

CONTACT



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Al Quoz - Industrial Area 2
Dubai, UAE

ACADEMIC CREDENTIALS

**MASTER OF COMMERCE
WITH FINANCE | 2016**

- Madurai Kamaraj
University

**B. COM WITH CO-OPERATION
| 2013**

- Kerala University

PROFESSIONAL QUALIFICATIONS

- VAT Return Filing
- Tally ERP9 ,Tally Prime
- TDS Filing
- GST filing
- Book keeping
- E-Tender
- MS Word, Excel, PowerPoint
- Pivot Table, VLOOKUP

COMPUTER PROFICIENCY

MS Office ★ ★ ★ ★

Tally ERP9, Prime ★ ★ ★ ★

Book Keeping ★ ★ ★ ★ ★

Pivot, VLOOKUP ★ ★ ★ ★ ★

QuickBooks ★ ★

CERTIFICATIONS

- Diploma in Computer Application (MS Word, MS Excel, MS PowerPoint)
- **CDAC**
- Professional Diploma in Computerized Financial Accounting (**PDCFA**)

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT** - Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender : Male
Date of Birth : 24-09-1991
Nationality : Indian
Marital Status : Single
Driving License : Indian

PASSPORT DETAILS

Passport No : S1195938
Date of Issue : 23-08-2018
Date of Expiry : 22-08-2028
Place of Issue : Trivandrum
Visa Status : Visit Visa

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge

UNNIKRISHNAN.K

LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Tamil

INTEREST



Songs



Travelling



Reading

REFERENCE

- Available upon request