

Theslim K V

ACCOUNTANT

A fully qualified Accountant who has 3+ years of experience in the fields of financial management reporting, taxation and cash flows. Posses Graduate with a focus in Finance and seeking to obtain a challenging and rewarding position that will utilize my finance and accounting abilities.



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WORK EXPERIENCE

ACCOUNTANT

LIZ ENTERPRISES (WD ITC Ltd)

10/2020 - 10/2021

Kerala, India

Achievements/Tasks

- Prepare Reports of Business Transactions & Keep the Account Information Updated.
- Analyzing Accounts and Business Plans.
- Keeping Records of all Transaction.
- 'GST' Returns and Filing.
- Preparing 'Bank Reconciliation Statement'.
- Store and retrieve data on computer and keeping hardcopies of every Ledgers, Registers and Statements.
- Prepare daily Reports, Documentation and facilitatemonthly and quarterly physical Inventory Accounts.

Customer Relation

CINE ROYAL CINEMAS

01/2020 - 08/2020

Abudhabi, UAE

Achievements/Tasks

- Delivered an exceptional customer service experience, resolved issues and shared benefits of additional services. Recognized for being positive, intuitive, and client-centric
- Managed 100 clients' data quarterly and maintained individual customer service about up-to-date knowledge of account changes, operations, and financial options.
- Motivated co-workers by encouraging teamwork, rewarding positive behavior, and promoting optimism.
- Greeted and assisted customers with various issues, introduced protection programs, and additional service packages.

Accountant

LIZ ENTERPRISES (WD ITC LTD)

05/2017 - 08/2019

Kerala, India

Achievements/Tasks

- Keeping records of all transaction and Book Keeping.
- Preparing day to day transactions including Sales, Purchase, Petty Cash and Bank Transaction.
- Making Payment Vouchers, Cheques, Invoices, Receipts etc.
- Ensure accounting transactions with supporting documentsand identifying the correct accounts heads, treatment ofPrepaid and Outstanding liabilities etc.
- Protecting the accounting data by taking regular backups.
- Take up additional responsibility of Admin related activitiesas when required.

SKILLS

MS Office

Tally ERP.9

Advanced Excel

Quickbooks

Peachtree

Proficiency in IT

Problem Solving

Time Management

Multitasking

Organizational skills

Corporate finance

Teamworking Skills

Marketing

Confidentiality

Data entry management

Accuracy

Communication

Planning and organising

Directing and Controlling

CERTIFICATES

CERTIFICATION IN INDIAN AND FORIEGN ACCOUNTING (07/2016 - 4/2017)

EDUCATION

BACHELOR'S DEGREE IN MATHEMATICS (06/2013-04/2016)

HIGHER SECONDARY EDUCATION -PLUS TWO (06/2011-04/2013)

MATRICULATION (06/2010-04/2011)

LANGUAGES

English
Full Professional Proficiency

Malayalam
Native or Bilingual Proficiency

Hindi
Professional Working
Proficiency

Arabic
Limited Working Proficiency

INTERESTS

Sports

Travelling

Reading

Communication

Marketing

Sales Leading

Gaming

Music

Gardening