



HARIKRISHNA.M.R

PROFILE

Trustworthy Accountant with over 3 plus years' experience in accounts and auditing, who works quickly and accurately under tight deadlines with extensive knowledge of Tally & Wings 21Dpro.

CONTACT



DUBAI



+ 971565587160



harikrishnamr94@gmail.com

LANGUAGE

Read Write Speak

English ● ● ●

Hindi ● ● ●

Malayalam ● ● ●

SKILLS

● MS Office ● Tally 9

● Wings 21 D Pro

Communication _____

Team Work _____

Presentation _____



PERSONAL SYNOPSIS

A&A Financial Solutions, Dubai (Jan 2021 to Sep 2021)

Accountant

- Assisting in preparation of Financial Report
- Reviewing the organization's financial systems.
- Reconcile accounts payable and receivables
- Compute taxes and prepare tax returns
- Audit financial transactions and documents
- Check, inspect and reconcile bank deposits and payments.

T.I.J Associates (Feb 2019 to Feb 2020)

Accounts cum Audit Assistant

- G.S.T Returning and filing Of Whole sale Dealers, and Retail dealers
- GST Registration
- Finalization of accounts.
- Assisting in preparation of Financial Reports, etc.
- Guide Clients by coordinating activities and answering questions
- Review and recommend modifications to accounting systems and procedures

Kelvin House Hold Appliances (Nov 2016 to Apr 2017)

General Accountant

- Preparing Purchase Order, GRNs and Comparative Statements
- Internal Auditing
- Stock inspection and monitoring materials requisition
- Verification of purchasing orders with 2,3, 4-way matching
- Fund management, Fixed Assets Management, etc.
- Monitoring daily cash collection & its deposits to concerned bank accounts.
- Monitoring daily credit card sales receipts and its credit to the concerned bank account.

Tax Matters (Oct 2015 to Nov 2016)

Assistant Accountant

- Vat Return filing
- Completing Bank Reconciliations
- Entering financial information into appropriate software programs
- Managing client's ledgers
- Internal Auditing

Konuparamban Traders (Sep 2014 to Oct 2015)

Assistant Accountant



ACADEMICS

2017-
perusing **CMA**
 Institute of Cost Accounts of India

2011- 2014 **Bachelor of Commerce**
 Mahatma Gandhi University



ACHIVEMENTS

- Conducted Audit of a Gas Station
 - Conducted a project on finding the consumer satisfaction level of a particular organization
- ☐ Consumer Satisfaction of Product ☐ New Product Presentation



PERSONAL INFORMATION

Date of Birth : 11/02/1994

Gender : Male

Marital Status : Single

Nationality : Indian

Visa Type : Employment Visa

Passport No. : T9634724



CERTIFICATIONS

Certification course in Tally ERP-9



AREA OF INTEREST

Accounting, Taxation

DECLARATION

I hereby declare that the information furnished above are true and correct to the best of my knowledge and belief.

Date:

Harikrishna.M.R

Place: Dubai