

RESUME



KARTHIK.M

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Current location : Dubai, U.A.E

Languages Spoken: English//Hindi/Tamil/Malayalam

Profile:

- Dynamic career of 8 years (5 Years in UAE) reflecting pioneering cross cultural experience and year-on-year success in achieving revenue and business growth objectives.
- Well organized with a track record that demonstrates self-motivation, entrepreneurial ability, creativity, and initiative to achieve corporate goals.
- Recently Working in **SAFCO International General Trading LLC (Sentinel Foods & Foil Manufacturer, Dubai)** worked as an **ACCOUNTS EXECUTIVE** From JUN 2018 to till Date.
- Presently staying in Dubai.

Highlights of my job:

- Monitoring All Accounts & Inventory Transactions, Bill of Materials.
- Verification of Import and local purchases & sales Invoices, and Purchase & sales orders.
- Verification of Accounts Receivables and Payables (Aged Debtors and Creditors).
- Preparation of VAT and Filing on Quarter basis.
- Preparation of Import Costing.
- Preparation of Bank reconciliation statement.
- Verification Data Entry, making Journal, Cash Book and Ledgers & Expenses.
- Monitoring Physical stock ledger of Raw materials, consumables, finished goods.
- Assist With Year-end Auditing.

SKILL SET

Accounts:

- Computerized Accounting in Tally ERP 9 (payments, receipts, sales, purchases, journal, Dr Notes & Cr. Notes, Reconciliation of bank, debtors, creditors, Cheque Preparing).

Employers & Experience:

- From OCT 2016 to MAY 2018 as an **ACCOUNTANT** at MEGABAZAR SUPERMARKET (Abudhabi, UAE),
- From JUL 2015 to OCT 2016 as an **ACCOUNTS CLERK** at KARTHIKEYA PAPER AND BOARDS Ltd, (Tamilnadu,India)
- From SEP 2013 to JUN 2015 as an **JUNIOR ACCOUNTANT** at ANUGRAHA FASHION MILL Pvt Ltd, (Tamilnadu,India)

Professional Skills:

- Excellent knowledge in Tally ERP9
- Can act as a team leader & team member depending on the work.
- Good Working Experience in Microsoft Office, internet, accounting software Tally & other accounts package.
- Problem solving skills and ability to deliver under pressure.

Academic Qualification:***Bachelor in Commerce (Accounting)***

Degree	Major/ Specialization	Passing Year	College & University	Marks %/
B.com (Graduation)	Financial Accounting	2013	PMT College, MK University Madurai.	51%

Technical Qualification:

- DCA-Diploma in Computer Application – CSC Institute
- Application Packages: MS Word, Excel, (MS Office)
- Accounting Package: ERP Tally9, Internet (Browse).

Personal Data:

Date of Birth : 02-06-1992
Religion : Hindu
Marital Status : Single
Nationality : Indian
Address : T.Krishnapuram,Usilampatti-tk Madurai-dt, Tamilnadu, India
Pass port No : N7515475 – ECNR Status
Place of Issue : Madurai,Tamil nadu, South India.
Validity : 11/02/2026.

I hereby declare that all the above-furnished details are true to the best of my knowledge and belief and references will be provided upon request.

Place: Dubai, UAE

Signature