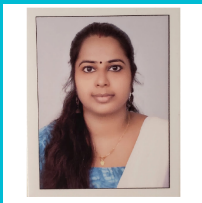


ARYA RAHUL



Contact

@ aryarah9846@gmail.com

☎ 0551139455

📍 AL NADHA 2 DUBAI

Personal Details

Date of Birth : 03/05/1995

Marital Status : Married

Nationality : Indian

Passport : U6625160 (Indian)
Number

Visa status : Valid Up to May 15 ,
2022

Skills

Cash Handling 100%

Negotiable 80%

Accounting Software System 100%

Financial Statements 100%

vouching 100%

Data Collection and Analysis 80%

Ledger Analysis 80%

Debt Collection 80%

Outlook 100%

EXPERIENCE

HDFC Bank , Attingal,Kerala,India

Junior Accountant

Duties & Responsibilities

- * Manage all accounting transactions
- * Publish financial statements in time
- * Handle monthly , quarterly and annual closing
- * Reconcile accounts payable and receivable
- * Ensure timely bank payments
- * Compute tax and prepare tax returns
- * Manage balance sheets and profit/ loss statements
- * Report on the company' s financial health and liquidity
- * Audit financial transactions and documents
- * Reinforce financial data confidentiality and conduct database backups when necessary
- * Comply with Financial policies and regulations

NN OIL INDUSTRIES

SENIOR ACCOUNTANT

- * Vocher preparation
- * Gstr1 & 3B filing
- * Income Tax return filing
- * E Way bill preparation
- *Debt collection

EDUCATION

Kerala University

M.Com (Finance)
76.2%

Kerala University

B.Com(Finance)
80.1%

SCERT

PLUS TWO
88%

REFERENCE

RAHUL RAJENDRAN - "ETISALAT "

DOCUMENT CONTROLLER

rahulraj8745@gmail.com

0552337708

SOFTWARE PROFICIENCY

Accounting Software

Quickbooks, peachtree

* ERP Software

TALLY ERP 9

* MS office

word , Excell and Powerpoint

* Data Entry

* Outlook

Dec 2020 -

Feb 2022

Jan 2019 -

Aug 2021

2018

2016

2013

Languages
* English (Full Professional Proficiency) *
Malayalam (Full Professional Proficiency) *
Hindi (Native or Bilingual Proficiency) *
Tamil (Full Professional Proficiency)

Interests
Rading Writing Travel Sports Photography



PASSPOST INFO
Passport No: U6625160
Date of Issue : 14/01/2020
Date of Expiry : 13/01/2030
Place of issue : Trivandrum

STRENGTH & QUALITIES
* Strong interpersonal
* Caring about other people
* Collaborating and Working well together with others
* Comforting people when they need it
* Conflict management and resolution skills
* Encouraging and Inspiring people to do their best
* flexibility in thinking and operating style
* Homor and lightheartedness
* Inspiring and motivating others to active greatness
* patience when dealing with others

PROFESSIONAL SUMMARY
Goal- focused Accountant with record of accurate reporting and budget management.Offering 4 years of Experience handling all finances for HDFC BANK and NN OIL INDUSTRIES , including Data entry, payroll,budgets,audits,journals,expenditures and payments. Diligently maintains latest training on tax regulations and legal issues impacting financial operations.