

ARUN JOHN

Accountant 9072199236

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Kerala,India,Pin 680 006



CAREER OBJECTIVE

To pursue a highly challenging career in the field of Accounting, where I can apply my skills, experience, knowledge, proficiency, keep pace by acquiring new skills, learning latest technologies, working with team of professionals and contributing towards organization's success.

WORK EXPERIENCE

6 YEARS

EMPLOYMENT HISTORY

Current Job Status-Office Administrator at MACare

Diagnostics, Thrissur

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc for the upper management
- Manage phone calls and correspondence (email, letters, packages etc.)
- Create and update records and databases with personnel, financial and other data
- Preparing approval letter for payments
- Track stocks of office supplies and place orders when necessary
- Assist colleagues whenever necessary

Account Executive – JMJ Associates – Ahemadabad, Gujarat, India

(2015 June - 2017 April). (Exp - 1.8 Years)

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Entering day to day financial transactions.
- Computing taxes and prepares tax returns, balance sheet, profit/loss statement etc.
- Develop periodic reports for management.
- Audit financial transactions and document accounting control procedures.
- Keep information confidential and secure them with random

database backups.

- Filing VAT return and Income Tax return
- Reconciles bank statements
- Expertise in reconciliation of receivables and payables with their respective statements

Junior Accountant – OCS Express for Freight forwarding Co. Kuwait (2018 September - 2020 February). (Exp - 1.5 Years)

- Post and process journal entries to ensure all business transactions are recorded.
- Update accounts receivable and issue invoices.
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist with reviewing of expenses, payroll records etc. as assigned
- Update financial data in databases to ensure that information will be accurate and immediately
- Prepare and submit weekly/monthly reports
- Assist senior accountants in the preparation of monthly/yearly closings

EDUCATION

Bachelor of Commerce M G University Nirmala College, Chalakudy Kerala, India	Graduated, 2015 3rd Class
Higher Secondary Chinmaya Mission College, Kolazhy, Thrissur Kerala	2011 2 nd Class
SSLC Holy Angel's H. S. S., Ollur, Thrissur, Kerala	2009 2 nd Class

SKILLS

- Accounting
- Reporting skills
- Deadline oriented
- Confidentiality
- Time Management
- Proficient in MS office

AREA OF EXPERTISE

- Financial Accounting
- Internal Auditing.
- Payroll
- Inventory
- Reconciliation of Accounts.

COMPUTER PROFICIENCY

- Tally ERP 9
- Excel
- Power point
- Word
- ERP

LANGUAGES

- English
- Hindi
- Malayalam

PERSONAL DETAILS

Birthday : September 26, 1992

Gender : Male

Religion : Christian

Marital Status : Unmarried

Nationality : Indian

ADDRESS

Thekkiniyath House, Anugraha Street,
P O Anchery, Thrissur,Kerala

DECLARATION

I, Arun John, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Place:

Date:

ARUN JOHN

