

ACCOUNTANT WITH 4 YEARS OF PROFESSIONAL EXPERIENCE



ANUKRISHNAN R

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Dubai

IT SKILLS

- ❖ Microsoft Office
- ❖ Tally ERP 9
- ❖ Peachtree
- ❖ Acquaintance to new accounting soft ware

LANGUAGES KNOWN

- ❖ English
- ❖ Malayalam
- ❖ Hindi

OBJECTIVE

To seek a challenging position in Accounts and Administration within a reputed Organization, wherein I am able to utilize my gained experiences & skills.

WORK SUMMARY

ACCOUNTANT

- TRANSGUARD (Taste of Home) Dubai

(Nov 25th 2019 to Nov 19th 2020)

- JANAKIRAM ASSOCIATES
(16th AUGUST 2017 to 15th JULY 2019)
Thrissur, Kerala

TRADE MARKETING EXECUTIVE

- KKR GROUP OF COMPANIES(NIRAPARA)
(22nd SEPTEMBER 2016 to 31st JULY 2017)
Kerala, India

CORE QUALIFICATION

- Master of Business Administration
(MBA-Finance) MAHATMA GANDHI University,
Kerala, India
- Bachelor of Business Administration (BBA),
M G University, Kerala India

PROFESSIONAL SKILLS

- Time management
- Quick Learner
- Meeting Deadlines

PROFILE HIGHLIGHTS

- Recording daily transactions like JV, PV, RV, Debit note, Credit note etc. and documentation of LPO, Purchase order, vouchers, deposit slip, cheque copies etc.
- Liquidity management and monitoring cash in hand, petty cash, PDC's, bank accounts etc.
- To calculate payroll and maintain CTC, PF, ESI, TDS etc.
- Preparing various financial reports: TB, P&L A/C, Balance sheet, cash flows statements, Aging reports, MIS reporting etc.
- Prepare and review physical stock, maintaining stock register and to monitor inventory management and vehicle movement.
- Reconciliation of bank accounts, account payables, accounts receivables and associated companies.
- To manage month end closing and adjustment entries of prepaid and deferred income/expenses accrued income/expenses, depreciation of assets etc.
- Managing and uploading fixed asset register, PDC register, staff loans and advance register, standing order reminders, prepaid/deferred expense register.
- Preparing and Filing of GST and also Gulf Vat.
- Organize and maintain financial statement for auditing.
- Coordinate with management and associated company.
- Work with Tally ERP 9 and MS Office software.
- Completing other works as assigned.
- To provide good customer service.

OTHER DETAILS

Date of Birth	: 03/04/1992
Gender	: Male
Nationality	: Indian
Marital Status	: Single
Visa Status	: Visit Visa

REFERENCES

Reference will be provided on demand