

PERSONAL INFORMATION



ARUN BABY PARIYADAN

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 arunbabyns@gmail.com

Date of Birth	9 th November 1994
Marital Status	Single
Nationality	Indian
Known Languages	English, Malayalam, Hindi & Tamil

CAREER OBJECTIVE

To pursue a challenging and growth oriented career in the field of Finance and Accounts in an Organization that offers opportunities to learn and grow so that I can use my Experience, Skills and Qualification along with a reasonable knowledge regarding UAE VAT for the – betterment of the Organization as a whole by delivering the results and making room for further improvement.

EXPERIENCE

Dubai Enterprises Properties LLC *1st June 2020 - Present*
Accountant

1. Record all day to day financial Transactions and necessary advice.
2. Maintain receivables and payables and ensure timely payment to suppliers as well as check whether receivables are received on time.
3. Fix the price with of all salable goods after taking into consideration the variable and fixed costs as well as after studying the market value of the said items.
4. Lay down contracts and agreements as well as accept offers in the field of construction projects either new or for upgradation
5. Prepare and update timely Reconciliation, Cost, Profit, Commission, Salary, Assets, Liabilities, Deprecation, Projects reports and Documents.

Transguard Group *24th December 2018 – & 7th May 2020*
Bank Coordinator / Stock Reconciliation Officer

1. BANK, CUSTOMER, ATM, CDM & SCDM – GUNNEBO Reconciliation.
2. Coordinate with the Central Bank for Funds, Capture Cards, Discrepancies, Credit, Deposits, Currency exchanges and Disputes
3. Maintain Strong working relationship with stakeholders, Management, Customers and All major Banks & Financial Institutions.
4. Managing ATM Replenishment, Residuals and call outs based on strong monitoring and reporting the same to the respective Banks.
5. Responsible for the generation and, management of reports required by the customer is respective differentiated formats by fulfilling the company standards and SOP at the same time.
6. Following up whether the ATM residual / CDM reports and bank Reports are reported and get updated feedback for the same with necessary documents.
7. Based on the received cash, relating to various Banks, record the transactions in the Cash Management System and reconcile the same with the concerned Banks and check if the figure matches as per the records of both the parties.
8. Monthly Bank Stock and Vault Stock Internal Audit to ensure the book cash and the physical Cash are in agreement and if not find the differences and mark specific reasons for the same which shall be identified and rectified.

Indian Oil Corporation Limited: 1st August 2017 – 31st July 2018
Industrial Trainee – Finance and Taxation with GST implementation

1. Assisting in all the day to day accounting works of the Organization using SAP Logon 7.4 Accounting Software.
2. Calculating and assessment of VAT and GST implications using Physical bills and invoices as well as computing using particular T – Codes in SAP and MS Excel.
3. Filing of VAT and GST returns.
4. Willingly taking up any further assignments given by the management.
5. Drafting Forms and Documents for Audit and Legal matters with compliance to the Statutory and standard requirements.
6. Assisting in Internal as well as Statutory Audits.
7. Documentation for Audit purposes.
8. Meeting and representing the company before the Department of tax and for Legal affairs.
9. Took active part in External Location Inspection and Company Stock Audit,
10. Was an active member in the Sales Tax Assessment team as well as GST implementation cell of the Organization

Star Clays:

1st July 2016 – 31st July 2017

Accounts Executive

1. Assisting in all Accounting related matters,
2. Filing VAT Returns.
3. Assist in Internal Audit.
4. Meeting and representing the company before the Department of tax and for Legal affairs.
5. Filing of all important Documents, Letters and Forms.

**EDUCATIONAL
QUALIFICATIONS**

Institute Of Cost Accountants of India (ICAI)

2016

CMA Intermediate, 50%

Calicut University, India

2015

Bachelor of Commerce, 74%

Indian School Alain, UAE

2012

12th Grade, Commerce, 78%

Indian School Alain, UAE

2010

10th Grade, 68%

**TECHNICAL
SKILLS**

Inventory Stock Accounting (ISA)

Transtrack Software

SAP Logon 740

Tally ERP 9.0

Microsoft Excel, Word and PowerPoint

PROJECTS

Fluctuations in Rubber price and its impact on farmers

90 days

A self – project relating to the economic situation that prevailed at the time which impacted thousands of farmers. Studied the Fluctuations in Rubber price for a certain period of time and the toll it took on farmers. Held numerous personal interviews with the selected candidates (Farmers) for the survey and studied all aspects closely. Submitted the project within the specified time limit and secured an ‘A’ grade for the same.

ACHIEVEMENTS AND AWARDS

- ⌚ Received a special performance cash award in the 'Best Manager' management event
- ⌚ Conducted a seminar on a one day National Seminar event on 'New Trends in Business Research Scenario – Planning, Process and Publication'.
- ⌚ Secured second position in District – Zone Duff Muttu Competition.

POSITIONS AND RESPONSIBILITIES HELD

- ⌚ Accountant at Dubai Enterprises LLC
- ⌚ Bank Coordinator cum Stock Reconciliation officer at Transguard Group LTD
- ⌚ Industrial Trainee at Indian Oil Corporation
- ⌚ Accounts Executive at Star Clays
- ⌚ Student Representative during the first year of Degree
- ⌚ Student editor of the College Magazine during the Second year of Degree
- ⌚ House Captain as well as The College Secretary during the final year of Degree.

PERSONAL STRENGTHS

- ⌚ Honest and Trustworthy
- ⌚ Excellent Communication Skills
- ⌚ Excellent Interpersonal Skills
- ⌚ Excellent Customer Dispute handling techniques
- ⌚ An excellent learner
- ⌚ Good leadership qualities
- ⌚ An excellent team player
- ⌚ Can handle pressure

AREAS OF INTEREST

- ⌚ Have a great passion in Driving
- ⌚ Photography as an Important Hobby
- ⌚ Love to travel Places
- ⌚ Reading automobile magazines

REFERENCE

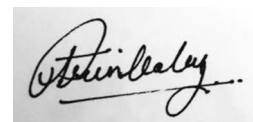
Mr. V Ranjith Kumar – “Indian Oil Corporation Limited”
Manager (Finance)
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More Reference shall be made available upon request.

DECLARATION

I hereby solemnly declare that all the information provided by myself is true and accurate to the best of my knowledge.

Yours Sincerely,



ARUN BABY