

# NAVEEN S RAJ

## ACCOUNTANT with 2 Years Professional Experience

### CAREER OBJECTIVES

Looking for new challenging job wherein I can use my gained accounting experience while offering sincere dedication and hard work to achieve the goal of company.

### WORK EXPERIENCE

#### ACCOUNTANT

##### Muthoot MRI-CT SCAN and diagnostic center

( May 2019 –Dec 2020)

Medical college Trivandrum Kerala

Dr Geetha's Scan & Diagnostic center  
(May 2021- Dec 2021 )

Nedumangadu Trivandrum, Kerala

### JOB PROFILE

- To update day to day Accounting vouchers and to maintain journals, ledger and other supportive records.
- Preparing and verifying documents like Quotation, purchase order, receipt vouchers, Deposit slips etc.
- Preparing daily cash and Bank reports.
- Maintain ageing reports of Debtors, Creditors and outstanding receivables and payables.
- Periodically reconciliation of Banks, Debtors and Creditors Accounts.



### CONTACT INFO



(971) 543721500



naveenvaishnavam47@gmail.com



Dubai , UAE

### PERSONAL DETAILS

Date of Birth : 16/04/1996

Gender : Male

Nationality : Indian

Marital Status : Single

Language Known : English Hindi

Malayalam, Tamil. Kannada

Visa Status : Visit Visa



- Verifying physical stock level in stores and preparing stock ledger.
- Maintain Salary , Employee related Calculations including Pay Roll, Gratuity, Leave salary, bonus & other staff related benefits.
- To manage and perform periodical closing procedures and closing related duties.
- Summarizing and preparing Current Financial status (B/s) and prepare Trial balance (TB), Profit and loss statement (P&L) and other Reports for Management review.
- Ensure and maintain the proper updating of fixed asset register & allocation of depreciation.
- Well confident in Preparing and uploading of GST/Gulf VAT timely.
- Coordinate and assist with internal and external auditors during the audit period.
- Efficient interaction with managerial staffs, Bankers, Auditors and Govt. authorities.
- Familiar with Accounting Soft wares like, Tally ERP 9 and Peach Tree etc
- Assisting with special projects as required.

## EDUCATIONAL QUALIFICATION

- Bachelor of Forestry (BSc),  
University of Agricultural science,Dhaward Karnataka, India
- DIFA (Diploma in Indian & Foreign Accounting),  
G Tech university , India
- Certificate of SAP Finance and control, G Tech university , India

## IT SKILLS

- Accounting Packages – Tally ERP 9, Peachtree,Quick books
- Microsoft Office Packages
- Specialized skills in Ms Excel,MS Word,MS Power point
- MIS Reporting
- Manage with any Accounting software

## PROFESSIONAL SKILLS

- Dedication/ Hard-Working/ Work Ethnic/ Tenacity    ● Speed and Accuracy
- Stress Tolerance    ● Coordinating and leadership skills

## REFERENCES

Reference will be provided on demand