

YEDHU KRISHNA

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Professional Summary

Upbeat, success-driven Accounting professional with **1 year** of progressive experience in India. Results-orientated accounting professional with broad experience in a deadline-driven environment. Proven track record in consistently and effectively delivering accounting services that enhance the company's purpose and profitability.

Career Objectives

To work in corporate environment, where I can deploy my communication skills, team-work ability and technical knowledge to uplift the company and endeavor towards the fulfillment of the vision of the organization.

Areas of Expertise

- Strong technical accounting skills
- Accounting Software
- Accounting Principles
- Accounts Receivable
- Accounts Payable
- Petty Cash
- Account Reconciliation
- Audits
- Annual Reports
- Bookkeeping
- Bill Payment
- Cash Receipts
- Depreciation
- Invoices

Skills

- Ability to deal with people diplomatically
- Communication
- Administration.
- Documentation

- File Management
- Having interpersonal abilities.
- CPFA with Tally ERP 9
- MS Office

Work History

Chartered Accountant Trainee

08/2019 to 12/2019

Kerala, India

- Prepare accounting records under the guidance and supervision of accounting supervisors.
- Attend weekly meetings to shadow accountants and learn valuable insights
- Copy, scan, and file documents electronically and via physical copies
- Learned computer technology for document record keeping
- Help accountants develop budgets using periodic reports; assist with budget maintenance and analysis
- Learn auditing services for clients, both externally and internally
- Assisting in bank reconciliations
- Bookkeeping
- Charging all entries according to accounting principle - Tally ERP 9
- Assisting to prepare Balance sheet & profit and Loss accounts.
- Assisting to prepare all administrative works.

Accountant & Billing Staff

01/2020 to 09/2020

Reliance smart – Kerala, India

- Prepare customers' bills
- Review invoices to identify any errors before invoice delivery
- Process and monitor bills related credit memos
- Monitor online payments, credit card or bank transfer payments
- Prepare monthly or periodic reports of all billings
- Handle billing inquiries from the customers.
- preparing account statements and financial reports.
- Assist with reviewing of expenses
- Update accounts receivable and issue invoices
- Post and process journal entries to ensure all business transactions are recorded
- Corrects errors by posting adjusting journal entries
- Analyzing balance sheets and general ledger accounts

Education

Bachelor of Commerce

SNG College Mehuveli – India, Kerala

Personal Information

Languages Known	: English, Hindi, Malayalam
Born	: 8th Aug 1998
Visa Status	: Visit Visa, Valid till 28 th of Dec 2020
Marital Status	: Single
Nationality	: Indian
Passport No & Expiry	: S0068094, 02/04/2028
Reference	: Available on request.

I declare that the information and facts stated herein above are true and correct to the best of my knowledge and belief.

(Yedhu Krishna)