

Arjun K R

Al Qasimia, Sharjah

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OBJECTIVE

Seeking a challenging career which utilizes my learning, working experience and communication skills to enhance my talent with an intention to be an asset to the company.

SKILL SET

- Accounts Receivable
- General Accounting
- Financial Data Management
- Accounts Payable
- Accounts Finalization
- ERP Systems
- Fixed Assets

WORK EXPERIENCE

Al shafaq auto spare parts tr llc , Sharjah – From 21/05/2016 - Present

N.Sankaran & Co.,Chartered Accountants ,Kannur(Br) ,Kerala - From 25/01/2013 to 31/03/2016.

Sree sankaracharya computer Centre, Kannur (Br.), Kerala - From 16/04/2012 to 23/08/2012.

Duties & Responsibilities:

- ✓ Prepares asset, liability and capital account entries by compiling and analyzing account information
- ✓ Documents entering financial transaction by entering account information
- ✓ Summarizes current financial status by collecting account information; preparing trading and **P&L A/c and Balance sheet and other reports**
- ✓ Substantiates financial transactions by auditing documents
- ✓ Guides accounting clerical staff by coordinating activities and answering questions
- ✓ Manage all the accounting functions of general accounts Account Payables, Receivables and Banks
- ✓ Closely monitor supplier accounts and sort out their issues regarding Payments
- ✓ Prepare special financial reports by collecting, analyzing and summarizing account information and trends.
- ✓ Analyze and interpret financial data to provide management information on cost allocation and controls
- ✓ Contributes to team effort by accomplishing related results are needed
- ✓ Perform day to day accounting functions
- ✓ Compute taxes owed and prepare tax returns ensuring compliance with payment and reporting
- ✓ Balance Verification, Ledger Scrutinizing etc
- ✓ Comparing the expenses of clients with appropriate audit evidence and reporting to the management
- ✓ Finalization of Accounts and Auditing(Both **IT and Sales Tax**)
- ✓ Acted as an Assistant Administrator performing activities like Documentation, Client Serving, PAN Facilities and TDS Return Filing etc.
- ✓ Prepares payments by verifying documentation and report to management regarding the position of finance
- ✓ Preparation of **Cash Flow Statement and BRS**
- ✓ Inspect account books and accounting systems to keep up to date.

EDUCATION

- 2009 - 2012 Calicut University – Kozhikode, Kerala
 - Graduated in Bachelor of Commerce Major in Finance
- 2007 - 2009 Board of Govt. of Kerala – Kerala
 - Plus Two Major in Commerce
- 2007 Board of Govt. of Kerala – Kerala
 - Secondary or Matriculation
- - Pursuing CA from ICAI, India

PERSONAL STRENGTHS

- Positive attitude combined with creativity, willingness to learn and grasp at the earliest,
- Self-Motivated and Determined.
- Proficient in excel spreadsheets and popular accounting software.
- Team oriented with high attention to detail.
- Ability to deal effectively with month end closing deadlines.
- Detail oriented, Exceptional organizations skills.

COMPUTER KNOWLEDGE

- Diploma in Computerized Office Management, Tally, Knowledge of Internet access and E-mail operations.
- Virtual Interactive Business Experiment System (VIBES) includes Accounting Softwares (Tally ERP9, Peachtree, Tradeasy, Quickbook).
- Diploma in System Assembling and Operating System Installation.

PERSONAL DETAILS

Birth Date	:	December 31, 1991
Gender	:	Male
Civil Status	:	Single
Nationality	:	Indian
Passport No.	:	L9164331
Visa Status	:	Job Visa