

## **CURRICULUM VITAE**



**Blessen K Pappachan**

**Dubai, U.A.E.**

**Mob: 054 -5015746**

**E-mail: [blessen009@gmail.com](mailto:blessen009@gmail.com)**

**Visa Status: Cancelled**

**Profession: Accountant**

### **Objective**

To work in an environment, which is innovative, challenging and offers a profound knowledge Base to enhance my talent and to produce better output every time through constant learning and implementing innovative ideas in the work.

### **Key Skills**

- ☐ Excellent Communication Skills
- ☐ Sincere and hardworking
- ☐ Commitment to development and able to work under pressure
- ☐ Great attention to detail
- ☐ Spontaneous ability to adapt different working environments

### **Professional Experience**

**Deal Well Foodstuff Catering service EST, Al Ain, Abu Dhabi**

**Position: Accountant from January 2018 to present**

#### **Job Profile:**

- ☐ Maintain inventory record
- ☐ Cash handling and preparation of day book
- ☐ Prepare and submit daily/weekly/monthly reports as per management requirement.
- ☐ Maintain Payable Accounts, expense booking and reconciliation.
- ☐ Managing daily bank transactions.

## **Popular Finance Head Office, Pathanamthitta, Kerala, India**

Popular Finance is one of the leading Financial Company in India.

### **Position: Accountant from February 2015 to December 2017**

#### **Job Profile:**

- ☐ Maintain Receivable Accounts, Issuing invoices, payment follow up and reconciliation
- ☐ Monthly bank reconciliation
- ☐ Assist in the processing of balance sheets, income statements and other financial Statements
- ☐ Update financial data in databases to ensure that information will be accurate and Immediately available when needed
- ☐ Assist senior accountants in the preparation of monthly/yearly closings
- ☐ Handling sales tax transactions along with company chartered accountant
- ☐ Prepare and finalize GST return

#### **Educational Qualifications**

- ☐ Bachelor of Commerce from Mahatma Gandhi University (2011-2013)
- ☐ Plus Two (Commerce) from Kerala Higher Secondary Board (2007-2008)
- ☐ SSLC from State Board of High School Education, Kerala (2006)

#### **Computer Knowledge**

- ☐ Tally ERP 9
- ☐ Good knowledge in Ms – Office Package

#### **Personal Details**

Date of Birth: 26<sup>th</sup> February 1991

Sex: Male

Marital Status: Single

Nationality: Indian

Languages Known: English, Hindi and Malayalam

#### **Passport Details**

Passport No: T3979381

Place of Issue : ABU DUBAI

Date of Issue : 03/09/2019

Date of Expiry : 02/09/2029

#### **Declaration**

I hereby declare that all the statement made in this application is true, complete and correct to the best of my knowledge and belief.

**(Blessen K Pappachan)**