

AKASH V GIREESH

ACCOUNTANT

I am seeking a competitive and challenging environment where i can serve your organization and establish a career for myself.



✉ akash.vgireesh9@gmail.com

☎ 0545036396

📍 Duabi, UAE

WORK EXPERIENCE

ACCOUNTANT PASON'S Group

11/2020 - 01/2023

Dubai

Achievements/Tasks

- Handling petty cash.
- Handle monthly, quarterly and annual closings.
- Manage all accounting transactions.
- Reinforce financial data confidentiality and conduct database backups when necessary.
- Audit financial transactions and documents.
- Preparing Tax invoice Proforma invoice.
- Prepare and Process cheque.
- Sales and purchase entries.

JUNIOR ACCOUNTANT NOBEL Automobiles

11/2017 - 01/2020

Kerala

Achievements/Tasks

- Assist senior accountants in the preparation of monthly/yearly closings.
- Prepare and submit weekly/monthly report.
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Update accounts receivable and issue invoices.
- Preparing Purchase and sales entries.
- Bank Receipts and Payments Verification.

EDUCATION

Bachelor of Science in Computer Science Calicut University (PK CICS Arts & Science College)

06/2013 - 03/2016

Kerala

Higher Secondary School Kerala state Board

06/2011 - 03/2013

Kerala

Courses

- Computer Science

High School Kerala State Board

06/2009 - 03/2010

SKILLS

Analytical Skill

Communicating Skill

Negotiation Skill

Time Management Skill

Teamwork Skill

TECHNICAL SKILLS

Operating Systems:

Windows 7 8 10, Ubuntu, MacOS

Applications:

Microsoft office package(MS Word, MS PowerPoint, MS excel) G-Suit(Google docs, Google Drive).

Programming languages:

C, C++, Java

Softwares:

Tally, Adobe Photoshop, Android Studio

ADDITIONAL INFO

NATIONALITY : Indian

DOB : 25/08/1995

PASSPORT NUMBER : P5354410

VISA STATUS : Visit Visa

VISA EXPIRY : 19/07/2023

UAE DRIVING LICENCE : Valid

LANGUAGES

English

Full Professional Proficiency

Malayalam

Full Professional Proficiency

Hindi

Full Professional Proficiency

Tamil

Full Professional Proficiency

INTERESTS

Reading Books

Badminton

Billiards