

ARJUNDEV

Accomplished Junior Accountant with 3 years of experience in the accurate, efficient management. Adept in diligent bookkeeping, treasury and compliance processes for smooth-running accounting services.



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📍 Baniyas, Dubai

WORK HISTORY

February 2021 to December 2023

JUNIOR ACCOUNTANT

Globesta Auditors & Accounts Firm, Cochin, India

- Prepared monthly bank reconciliations
- Reviewed and processed employee expense reports and vendor invoices for payment.
- Reconciled accounts from income and expense data to net worth and assets.
- Analysed monthly balance sheet accounts for corporate reporting.
- Maintained integrity of general ledger, including chart of accounts.
- Created quarterly and yearly balance sheets to track financial trends and performance.
- Updated journal entries and accounts
- Analysed monthly reporting to reconcile production operations and general ledger.
- Checked and imported payroll and pension data to pay salary deductions.

July 2020 to January 2021

FRONT OFFICE CUM CASHIER

Hidoc Pvt Ltd Hospital, Pathanamthitta, India

- Resolved customer complaints and answered queries about store products.
- Greeted customers entering store and responded promptly to customer needs.
- Completed opening and closing procedures each day.
- Used cash registers and POS systems to request and record customer orders and compute transactions.
- Handled cash and card payments with precision, maintaining customer confidentiality and discretion throughout.

SKILLS

- MS office
- GST & UAE VAT
- Tally
- Bookkeeping
- Excellent literacy and numeracy
- Outstanding communication
- Cash Flow analysis
- Financial reporting specialist
- Tax law understanding
- Audit coordination
- QuickBooks expert
- Finance management
- Invoice preparation
- Accounts Payable/Accounts Receivable
- ERP software

EDUCATION

January 2020 to June 2020

DIPLOMA IN TALLY

Globesta Institute, India

June 2017 to March 2020

BCOM FINANCE & TAXATION

NSS College, India

LANGUAGES

English

Fluent

Malayalam

Native

Hindi

Upper intermediate

Tamil

Fluent