



ARUN KUMAR P A

ABOUT

+971 567371348

arunemo3161@gmail.com

Dheira, Union, UAE

PERSONAL INFO

Nationality : Indian
Gender : Male
Date of Birth : 22/8/1996
Marital Status : Single

KEY SKILLS

- Financial Analysis
- Financial Reporting
- Budgeting and Forecasting
- Taxation Expertise
- Auditing Skills
- Bookkeeping Proficiency
- General Ledger Management
- Accounting Software Mastery

PASSPORT INFO

Passport No. : R 0782738
Date of issue : 05/09/2017
Date Expiry : 04/09/2027
Place Issued : Kozhikode

PROFILE SUMMARY

Experienced **Accountant** with a strong track record in financial analysis, budget management, and regulatory compliance. Skilled in tax preparation, cost control, and auditing. Proficient in accounting software and dedicated to maintaining accurate financial records. Seeking opportunities to apply expertise in a dynamic organization.

WORK EXPERIENCE

Accountant

AZAD Marketing Agencies
Kasaragod, Kerala

2019 - 2023

Duties & Responsibilities

- Preparing and analyzing financial statements, including balance sheets, income statements, and cash flow statements.
- Recording and maintaining financial transactions, including accounts payable and accounts receivable.
- Developing, monitoring, and managing budgets, as well as providing financial forecasts.
- Ensuring compliance with tax regulations and preparing and filing tax returns.
- Analyzing financial data to provide insights, recommendations, and support for decision-making.

Sales Executive

Family Wedding Centre
Vadakara, Kerala

2018-2019

Duties & Responsibilities

- Developing and implementing effective sales strategies to meet and exceed sales targets.
- Establishing and nurturing strong client relationships to build trust and long-term partnerships.
- Conducting market research to identify opportunities, trends, and competitive threats.
- Ensuring exceptional customer service and resolving client inquiries and issues.
- Providing post-sales support and ensuring client satisfaction.

SOFTWARE PROFICIENCY

Ms Office
Word | Excel | PowerPoint

LANGUAGES KNOWN

English	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Malayalam	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Hindi	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

EDUCATION

- B.Com (Corporation)**
Kannur University
Kerala, India
2018
- Higher Secondary**
Board of Higher Secondary Education
Kerala, India
2014
- Secondary**
Board of Public Examination
Kerala, India
2012

STRENGTH & QUALITIES

- Collaborating and working well together with others.
- Comforting people when they need it.
- Conflict management and resolution skills.
- Caring about other people.
- Encouraging and inspiring people to do their best.
- Flexibility in thinking and operating style.
- Humor and lightheartedness.
- Inspiring and motivating others to active greatness.
- Patience when dealing with others.

DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

ARUN KUMAR P A