



ARUN SURESH

EDUCATION

INTERNATIONAL CERTIFICATION IN
CORPORATE ACCOUNTING
2022

12th GRADE

VHSS Kanichukulangara, Cherthala.
2017 – 2019

10th GRADE

Kandamangalam HSS, Cherthala.
2017

WORK EXPERIENCE

SHENOIS PROVISION LTD, CHERTHALA

[CA Form]

[1 Year]

Duties and Responsibilities:

- Prepare financial statements, including income statements, balance sheets, and cash flow statements, and ensure that they comply with accounting principles.
- Oversee the accounts payable and accounts receivable functions and ensure timely processing, recording, and payment of invoices.
- Prepare and submit tax returns and ensure compliance with tax laws and regulations.
- Coordinate and facilitate external audits and ensure compliance with audit requirements.

ENBRIGE

[Accounts Trainee]

[6 Months]

Duties and Responsibilities:

- Assisting with the preparation of personal and business tax returns.

OBJECTIVE

To build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.

CAREER SUMMARY

Sharp and analytical Accounting professional ready to enter the corporate world to maximize the knowledge acquired during college years combined with enriching experience gained in associations and internships.

CONTACT

PHONE:

+971 559746772

EMAIL:

ashaarunps19@gmail.com

ADDRESS:

Al wasil building clock tower, Deira, Dubai

PERSONAL DETAILS

- Age : 22-years
- DOB : 08-03-2002
- Gender : Male
- Nationality : Indian
- Marital Status : Single
- Visa Status : Visiting Visa

SKILL

- Loyalty Leadership skills
- Attention to Detail.
- Flexibility and
- Adaptability. Positive
- Attitude: Creating a positive environment.

LANGUAGES

- English
- Hindi
- Malayalam

TECHNICAL SKILLS

- Tally Prime
- MS Office
- GST
- Quick Book

- Carrying out bookkeeping activities including journal postings and ledger reconciliations.
- Processing client records accurately using Xero, QuickBooks and other accountancy software.
- Preparation of VAT returns and management accounts.
-

MENS WEAR

[Sales and Billing Staff]

[1 year]

Duties and Responsibilities:

- Receiving and sorting incoming payments with attention to credibility.
- Managing the status of accounts and balances and identifying inconsistencies.
- Issuing bills, receipts and invoices.
-

CERTIFICATIONS

- IAAP Certification
- GCC VST
- GST
- Tally Prime
- Quick Book

REFERENCES

LAKSHMI JAYAKUMAR
+971 526362916

DECLARATION

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

UAE

ARUN SURESH