



## RESUME

Name: Arun Sreenivasan  
Mob: +971526406793[Dubai]  
Mob: +918693806327[India]  
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### Educational Qualification

Advance Diploma Course in Computer Accounting (ADCA)  
Advanced Tally erp9  
Certificate in Financial Accounting with tally  
Honours Diploma in Web Application  
HSC (Commerce),  
Typing 60 words/minute.

### Work Experience

- 5 Year Experience as an Accountant (Emirates Star Catering LLC, Dubai), 2008 to 2012.
- 3 year experience as an Accounts assistant[Simons Shipping Pvt Ltd, Mumbai][2014 to 2016]
- 3 Year experience in online accounting work in MYOB (Real Accounting Pty Ltd, Australia)(2016 to 2019)

### Job Responsibilities

- 1) Accounts till finalization
- 2) Handling petty cash.
- 3) Bank, A/P, A/R Reconciliation.
- 4) VAT returns filing
- 5) File management.

### Personal Information

Nationality: India [Kerala]  
Sex: Male  
DOB: 11/08/1979  
Status: Married  
Language Known: Hindi, Malayalam, Tamil, English

