

ARUN JOHNSON

Accountant

United Arab Emirates

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PROFESSIONAL EXPERIENCE 3 YEARS

An ambitious, motivated and multi skilled accountant with a working experience of 3 years. I have excellent mathematical skills as well as being able to produce clear and concise reports offering sound advice on a variety of different subjects. My excellent track record in providing high quality results combined with my honest approach and reliable nature would make me an asset to any organization.

Gulf Eco Friendly Services LLC, Ajman, 2022



Job Title: Accountant

Period: *December 2021- December 2022*



Quality International Company. Ltd. -Hamariyah Free Zone, Sharjah

Job Title: Junior Accountant

Period: *March 2021-November 2021*

Mundamattam Glass House, India, Kerala

Job Title: Accounts Executive.

Period: *November 2018 - November 2020.*

Roles and Responsibilities:

- Managed accounts payable and receivable accounts.
- Preparation of books of accounts up to finalization.
- Monthly general ledger reconciliations.
- Making Accounting Entry day by day.
- Verification of Sales Invoices and Submitting in time.
- Follow-up of customers and client for Payments.
- Preparation of schedules for prepayments and accruals.
- Verify journal entries posted and identify the errors.
- Tax return preparation and quality checking of various individuals and companies.
- Tax analysis for assignees source of income, credits & deductions etc., based on tax rules.
- Mentor for juniors on Accounts, Tax basics and Concepts.
- Preparation and analysis of AR ageing report and submitted to management on a monthly basis.
- Reporting to Finance Manager (Cash Flow Analysis, Monthly Trial Balance and P&L Account etc.)

ACADEMIC QUALIFICATIONS

- **Master of Business Administration(M.B.A.)** with specialization in **Financial Management** from Mahatma Gandhi University in 2018 with 63%.
- **Bachelor of Commerce** from MG University Kottayam in 2016 with 78%.
- Senior Secondary education from Holy Cross HSS Cherpunkal in 2013 with 85%.
- Secondary education from Holy Cross HSS Cherpunkal in 2011 with 71%.

COMPUTER PROFICIENCY

- Knowledge in **S A P** , **E x c e l** , MS Office, Tally ERP 9 and Adobe Photoshop

PROFESSIONAL ATTRIBUTES

- Strong organizational skills and the ability to manage multiple and changing priorities in time constrained environment.
- Efficient management of time and task.
- Ability to produce best results in pressure situation and aggressive on meeting deadlines and targets.
- Strong ability to undertake complex tasks independently.
- Managed key responsibilities very well and earned appreciation from senior members of the team.

PERSONAL DETAILS

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|-----------------|------------------------|
| Date of Birth | :07/10/1995 |
| Marital Status | :Married |
| Nationality | :Indian |
| Passport No | :S204899 |
| Visa Status | :Sponsor Visa |
| Father's Name | :Johnson Alex |
| Languages Known | :English and Malayalam |

REFERENCES

Reference can be provided on demand