

SARVESH P N *Accountant*


✉ sarveshputhenpura@gmail.com ☎ +971 50 427 9408 📍 Sharjah, UAE 🇮🇳 India

in Sarvesh Nataraj

PROFILE

Transparent, organized, and flexible accounting graduate with practical internship experience. Desire to thrive in team-based roles to grow under the expertise of senior accountants as I utilize my data entry and spreadsheet background.

PROFESSIONAL EXPERIENCE

Accountant 2021/11 – present
LIWA PRINTING PRESS SERVICES  Sharjah,
United Arab Emirates

- Built out processes for Quarterly filing of Sales Tax Returns and registration in new states as required.
- Tracking of Accounts Receivable & Accounts Payable
- Performed monthly Bank Reconciliations
- Preparation of Profit & Loss Account
- Assist in preparation of Final Statements
- Generating monthly Sales reports
- Handling petty cash and all bank deposits
- Helped evaluate the operating efficacy of Internal Management
- Communicated with external parties to reconcile account problems within 48 hrs.

Accountant 2019/01 – 2021/10
BRD CAR WORLD  Kerala, India

1 Year Experience in Internal Auditing as an Internal Auditor (Accounts Department)

- Checking Statutory & Labor Records
- HR Auditing & Audit Presentation to Top Management
- Making Receivable Report
- Bank & Inter Branch Reconciliation

Got Job Transfer from Internal Auditor to Accountant – GST Department

- Assist In GSTR Works (GSTR 1 & 3B Filing) & GSTR 2A Reconciliation
- Consolidation of Branch Reports
- Bank Reconciliation
- Tax Invoicing & Bank Payments

MIS Coordinator 2017/06 – 2017/12
PROWL CREDIT MANAGEMENT Kerala, India

- Preparation of Monthly Reports [MIS Reports]
- Team Coordinating
- Bank Deposits & Withdrawals

EDUCATION

Bachelor of Commerce 2017
University of Calicut Kerala, India

CFA – Computerized Financial Accounting 2017
IBS School Of Commerce Kerala, Thrissur

CMA - Cost Management Accounting 2018
ICMAI Kerala, India
Course requires a pass

SKILLS

Advanced in Microsoft Excel	● ● ● ● ●	Financial Reporting	● ● ● ● ●
Critical thinking and Problems solving	● ● ● ● ●	Team Leadership	● ● ● ● ●
Data Analysis & Visualization	● ● ● ● ●	Time Management	● ● ● ● ●

CERTIFICATES

Bachelor of Commerce

CFA - Computerized Financial Accounting

LANGUAGES

English

Hindi

Malayalam

Tamil

INTERESTS

Music | Dance | Sports | Community Services

REFERENCES

Robin Poulse T, *Managing Director*, Liwa Printing Press Services
robinliwa@leogrp.com, +971 55 496 5313

Binoy T C, *Accounts General Manager*, BRD Car World
agmacounts@gmail.com, +91 9846892222

DECLARATION

I hereby declare that the information furnished above is true to my knowledge.

SARVESH P N
Sharjah, United Arab Emirates