

CURRICULUM VITAE

KIRAN. C. P.

International city

England cluster

Dubai-UAE

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CAREER OBJECTIVE

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career. I am confident that I will be able to fulfill my duties in conformity to the requirement of the organization.

EDUCATION

- Secondary School Leaving Certificate
- Plus Two
- B.com (Finance)
- M.com (Finance) Result Waiting

OTHER QUALIFICATION

- Tally
- MS Excel & MS Word
- DFBL (Diploma in Finance, Banking, and Insurance)

WORK EXPERIENCE

- ❖ **BEguard Public Health Pest Control, Dubai** as an Accountant & Admin, Currently Working

Duties & responsibilities

- Raising invoices and passing journal entries day to day
- Account Receivables and Account Payables
- Bank reconciliation
- Handling petty cash book
- Preparation of Accounts receivable ageing report and followup for payments
- Reconciliation of Receivables and Payables with their respective statement
- Value Added Tax (VAT) filing
- Coordination with the customers, solving their queries, sending SOA's.
- Admin works.
- Monthly income and expense sheet report preparation

❖ **Chemmanur Gold Palace International Ltd**, Tamil Nadu India as an
Branch Accountant From 28th February 2020 To 15th October 2021

Duties & Responsibilities

- Posting Day to Day Journal Entries
- Maintain And Update Ledger
- Preparation Of Book of Accounts
- Bank Reconciliation
- Inter Branch Reconciliation
- Gst File Preparation
- Checking And Confirming All Payments and Receivable
- Maintain And Updating Stock Register
- Administration Work
- Esi And Epf Work
- Maintenance And Updating Statutory Registers

❖ Worked with Focus Accounting and Tax Solutions, Guruvayoor, Kerala-India
as an **Accounts Trainee** from 11th June 2018 to 22nd June 2019

Duties & Responsibilities

- Assist Preparation of Finance Statements of business Concerns.
- Internal audits of various firms.
- Income tax, VAT and GST Return filing
- Taxation works of firms, trust, AOP and Individuals
- Preparation of books of accounts of various firm
- Stock Auditing

PERSONAL STRENGTH & ATTRIBUTES

- Good communication, self – confidence.
- Discipline and Punctual.
- Able to grow positive relationship with Client,
- Willing to learn more and responsibility in duty.

PERSONAL DETAILS

Date of Birth: 06/04/1995

Gender: Male

Marital Status: Single

Nationality: Indian

Passport No: P1612888

Visa Status: Employment

Visa Expiry: 06/01/2024

Language Known: Malayalam, English, Tamil, Hindi

DECLARATION

I hereby assure that the mentioned details furnished by me are true to my knowledge, I am responsible for the correctness of the above particulars.

Place:

Date:

Kiran. C. P