

**Address**

Al Hashimi Tower
(NBQ Bank) Old Airport
Road, PBNO:41993,
Abudhabi, UAE.



0503806579,0529632219



raveendranmala@gmail.com

RAVEENDRAN K

EXPERIENCE

2021 October–Till date

Senior Accountant • Mahmood Saeed Emirates Company LLC

Duties & Responsibilities

- Preparation of Financial Statement
- UAE Vat preparation
- Reconciliation Bank, Trade payable, Trade Receivable ,Stock
- Preparation Salary ,Leave salary Final settlement
- Handling Petty cash and Innovative new Ideas

2016 September-2021 August

Senior Accountant • Prince Gold & Diamonds P LTD

Duties & Responsibilities

- Preparation of Financial Statement
- GST TDS, Filing return
- Reconciliation Bank, Trade payable, Trade Receivable ,Stock
- Preparation Salary ,Leave salary Final settlement etc
- Handling Petty cash

2005 June-2015 May

Accountant • Atlas Jewellery LLC,Oman (Muscat)

Duties & Responsibilities

- Book Keeping & General Ledger maintenance
- Handling of Petty Cash
- Reconciliation Bank & Stock
- Preparation Salary ,Leave salary Final settlement etc

2003 June-2005 March

Teacher • Sree Narayana College, Kerala

Duties & Responsibilities

- Teaching all commercial subjects
- Teaching Cultural Activities
- Determine Exam & Assignments

Education

Post Graduation of Commerce, Calicut University

Bachelor of Commerce, Calicut University

Plus Two Commerce, Board of Higher Secondary

SSLC, Board of Public Examination of Kerala

Language known

Malyalam, English, Tamil, Arabic

Personal Details

Date of Birth : 05/04/1980

Gender : Male

Nationality : Indian

Passport Number : U8051537

Date of Expiry Passport : 10/01/2031

Declaration

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

Place:

Date:

Raveendran K