



HARIKRISHNAN P

CAREER OBJECTIVE

To be an integral part of an organization where I can apply my knowledge and skills to add value to the company's business, and achieve the corporate objectives, while getting exposure to new challenges, professional satisfaction and personal growth.

PROFESSIONAL SKILLS

FINANCIAL ACCOUNTING	CASH ACCOUNTING
ACCOUNTS PAYABLE	ACCOUNTS RECIEVABLE
GENERAL LEDGER	ONLINE BANKING
BANK RECONCILIATION	PETTY CASH MANAGEMENT

KEY SKILLS

DATA MANAGEMENT	TIME MANAGEMENT
COMMUNICATION	ORGANIZATIONAL
PROBLEM SOLVING	PLANNING AND ORGANISING
DECISION MAKING	COLLABORATION
COORDINATION	SUPERVISION & LEADERSHIP

EDUCATION

2022	-	Junior Diploma in Co-operation (Accounting, Banking & Management) Co-operative Training College, Trivandrum
2021	-	Bachelor of Business Administration Bharathiar University Coimbatore
2021	-	Customer Service International Air Transport Association
2018	-	Higher Secondary Raja Ravi Varma Central School Trivandrum
2015	-	Senior Secondary Raja Ravi Varma Central School Trivandrum

CONTACT

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United Arab Emirates

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PERSONAL DETAILS

Date of Birth : 21/01/2000
Sex : Male
Marital Status : Single
Passport No. : S3414466
Expiry Date : 18/07/2028
Nationality : Indian

APPLICATION SKILLS

- TALLY
- MICROSOFT EXCEL
- MICROSOFT WORD
- MICROSOFT POWERPOINT
- ADOBE PHOTOSHOP
- GOOGLE SUITE

LANGUAGES KNOWN

- ENGLISH
- MALAYALAM
- HINDI
- TAMIL

Gokulam Constructions

Kerala, India

Designation : Junior Accountant
Duration : 2022 - 2023
Reporting to : Chief Accountant & Proprietor

Job Profile / Responsibility:

- Preparing quotations as per client request.
- Preparing vouchers and cheques for payments.
- Maintain general ledger and all books of accounts.
- Book-keeping.
- Manage bank reconciliation statements.
- Time sheet maintenance.
- Managing payroll.
- Maintaining company data records.

National Straight-Line Projects (Real Estate and Petroleum Company)

Muscat, Oman

Designation : Accountant
Duration : February 2023 - August 2023
Reporting to : Finance Manager & Proprietor

Job Profile / Responsibility:

- Updating all Purchase and Sales related entries in Tally ERP systems on daily basis.
- Monitor and maintain the cash of Filling Stations.
- Preparing vouchers and cheques for payments.
- Maintain general ledger and all books of accounts.
- Manage bank reconciliation statements.
- Petty Cash maintenance.
- Payroll Management.
- Incentive Calculation.
- Verification and maintenance of outstanding reports for Tenants and Creditors of Expenses.
- Maintaining company data records.
- Stock Maintenance / Stock Audit.
- Vehicle Management
- Monthly MIS reports to management.

Tax Mantra (Tax Consulting Firm)

Trivandrum, Kerala

India

Designation : Accountant

Duration : September 2023 - January 2024

Reporting to : Finance Manager

Job Profile / Responsibility:

- Ensure clients follow UAE tax laws, prepare and submit accurate tax returns promptly for individuals and businesses, and stay updated on tax law changes to inform clients.
- Help clients understand and follow Value Added Tax (VAT) regulations, handle the preparation and submission of VAT returns, and assess the VAT impact on transactions and business operations.
- Interact with clients to collect needed financial information for tax filings, clarify complex tax issues in a simple way, and respond to client inquiries while offering guidance on tax matters.
- Help clients get ready for and respond to tax audits, represent them in tax investigations if needed, and make sure they meet audit requirements and deadlines.
- Keep clients' tax records accurate and organized, follow document retention policies, and create/maintain financial statements.
- Establish and nurture strong client relationships, understand their business operations for personalized tax advice, and proactively address their needs.
- Research tax issues, offer insights to clients, stay informed about tax law changes, and analyze how these changes affect clients' businesses.
- Communicate with tax authorities for clients and resolve any tax-related issues or disputes on their behalf.
- Follow ethical standards, keep client information confidential, and maintain professional integrity in all interactions.

DECLARATION

I hereby declare that the information shown above is true complete and accurate to the best of my knowledge and belief.

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