



# HRITHVIK MOHANAN

## Accountant

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- Bur Dubai, Dubai, UAE

## EDUCATION

**Bachelor of Commerce**  
Calicut University- 2014

**Diploma in Foreign  
Financial Accounting**

## EXPERTISE

- Account Receivable
- Account Payable
- Account Reconciliation
- Payroll Accounting
- Journal Entry
- VA Filing

## LANGUAGE

- English
- Hindi
- Malayalam

I am an experienced accounts professional with a history of working in the accounting sector. I am skilled in multi-tasking. I have an overall work experience of 4 years in the UAE and 3 years in India. I hold a Bachelor's degree and am certified in foreign financial accounting. I am looking for a suitable position with an ambitious company that can make the best use of my knowledge and further my professional development. I am self-motivated and result-oriented. My objective is to continue my career in a progressive environment where I can enhance my skills and experience, thereby contributing towards the profitability of the organization.

## Experience

Dec 2018- Nov 2022

Controls and Power Equipment Services LLC. Dubai, UAE

### General Accountant

- Handling monthly journal entries, accounts and various ledgers.
- Managing monthly sales and purchase expenses.
- Managing all accounting operation based on accounting principles.
- Preparation financial statement in the time Conduct month end and year, end closing process collect, Analyze and summarize account information.
- Preparation of various accounting reports like Income & Expenditure statements, Bank Reconciliation statement etc.
- Preparation and follow-up of Purchase order and sales order.
- Preparation and filling of UAE VAT Return.
- Preparation of Purchase Register - Sales Register - Cheque Receivable Register - Cheque Payable Register.
- Bank deposits, Payments, Receipts and Bank Reconciliation.
- Payroll processing (WPS) and preparation of individual salary statement on monthly basis.
- Strict follow up in Credit Control for maximum collection from clients within the credit period (AR)

## TECHNICAL SKILLS

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- Tally ERP 9
- Microsoft Office
- Peechtre
- Quickbook
- Book keeping

## INTERPERSONAL SKILLS

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- Time Mananagement
- Sensitive & Confidential
- Attention to Detail
- Computer Skills
- Organization Skills
- Proficiency in English

## PERSONAL PROFILE

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- Visa Expiry : 16-2-2024
  - Date of Birth : 27-06-1992
  - Gender : Male
  - Nationality : India
  - Marital Status : Married
  - Driving License : Dubai(auto)
  - Passport No : M7673409
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## Experience

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July 2014 – July 2017  
Infotax – Kerala, India

### **Accountant**

- Handling Accounting, E-filing and Taxation matters of various Manufacturing and trading concerns.
  - Processing business transactions, like accounts payable and receivable, disbursement, expense vouchers and receipts.
  - All data entering the system.
  - Make sure the details of TAX entered are correct at the time of E-filing.
  - Preparation of Cash Book – Purchase Day Book – Sales Day Book – Purchase Return Book – Sales Return Book – And other Subsidiary Books.
  - Preparation of Purchase Register – Sales Register – Cheque Receivable Register – Cheque Payable Register.
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