



KRISHNAKUMAR.K

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About Me

Date of birth:
JULY 11,1984

Languages:
English, Malayalam, Hindi,
Tamil.

Nationality:
Indian.

Passport No:
L 9311561

Marital Status:
MARRIED

Visa type:
Employment Visa

ACADEMIC AND PROFESSIONAL QUALIFICATION

1.M.com- Specialized in
FINANCE (Calicut university
2007-2010)

CAREER OBJECTIVE

To acquire a demanding Accounts position in an organization where I can utilize my skills and work with efficiency, effectiveness and team effort to contribute to the success of the organization by making valuable inputs through constant learning.

PROFESSIONAL SUMMARY

- Qualified Master of Commerce from Calicut university.
- Work experience in Accounts & Inventory from Greens International Gen. Tr. LLC Sharjah, UAE
- Work experience in Accounts & Audit from Ram Mohandas Chartered Accountants Co, India.
- Have excellent skill in Inventory & Accounting and can handle up to finalization.
- Well versed in Computerized accounting environment like MS Office (Word, excel) with advanced spread sheet skills and Tally ERP, Comrade ERP.

PROFESSIONAL EXPERIENCE

Employer: Greens International Gen. Tr. LLC, Sharjah, UAE
Designation : Accountant & Inventory & Cost Controller
Duration : Jan 2010 onwards

- Performing Inventory Books control and all Inventory related works
- Item Name creation & entering, finalize stock variations & cost controller.
- Trouble shoot for stock variations and Analysis item movements
- Preparation of Quotation from all imported items
- Preparation of Import purchase entry and costing.
- Coding and posting TAX Invoices & Tax Credit Notes via *Tally ERP software*.
- Preparation of Local purchase order.
- Preparation of sales Invoice, Quotations & Delivery order.
- Form filling and monitoring for HACCP certification, perform HACCP coordinator role.
- Closely monitoring and updating daily sales and purchase invoices.
- Updating Accounts right from journal entry to finalization of accounts and preparation of Financial Statements.

- WPS Salary processing for employees
- Perform Cash clearing activity on daily basis
- Preparation of various accounting reports like ageing analysis of receivables and payable, income and expenditure statement
- Preparation of daily and monthly reports (MIS).
- Handling/Responding to client across various geographies
- Performing administrative duties.

Roles and responsibilities:

- Performing Inventory Books control, item creation and entering, finalize stock variations.
- Preparation of Local purchase order and purchase entry.
- Preparation of sales Quotation & Invoice
- Performing administrative duties.

IT SKILLS

- Operating system: Windows 10
- Languages: VB, C++
- ERP: TALLY ERP, COMRADE ERP, SPLENDID
- MS Office: Word, Excel

DRIVING LICENSE

- UAE Driving license issued - 2015

TRAINING

- VAT- Training conducted by Tally Solutions and FTA
- HACCP- Basic level training conducted by GCQ
- Fire Safety Basic Training conducted by Profire (civil Defense)

PERSONAL STRENGTHS

- Strong Interpersonal and Analytical Skills
- Ability to Take Initiatives and 'Can Do' attitude.
- Adapt to Changes easily and Learn new things to give Value Add.
- Ability to work with team and individually with minimum supervision

DECLARATION

I hereby certify that the details furnished above are true and accurate to the best of my knowledge

KRISHNAKUMAR.K