



## KARTHIK MOHANDAS

### ACCOUNTANT

#### CAREER SUMMARY

Highly motivated and organized Accounting Professional with 2 years of experience working in a variety of industries. Skilled in financial statement preparation, accounts receivable, accounts payable, payroll processing, budgeting, and financial analysis. Proven ability to develop and maintain strong relationships with customers, management, and colleagues. Committed to maintaining accuracy and efficiency in all accounting tasks.

#### PERSONAL DETAILS

Mobile No : +971 527368738  
Email ID : karthikmohandas19@gmail.com  
Address : Al faseela Building 5th floor  
Flat no: 501  
Date of birth : 19/12/1998  
Nationality : Indian  
Gender : Male  
Marital Status : Single  
Passport no : U 5328143  
Date of Expiry : 16.12.2029

#### INTERSHIPS

- ❖ one month internship completed in KERALA KAUMUDI as a project "A STUDY ON QUALITY OF WORK LIFE AMONG EMPLOYEES OF KERALA KAUMUDI"

#### LANGUAGES KNOWN

- ❖ Malayalam
- ❖ English
- ❖ Hindi
- ❖ Tamil

#### HOBBIES

- ❖ Bike stunting
- ❖ Playing cricket
- ❖ Reading
- ❖ Traveling

#### ACADEMIC CREDENTIALS

2022 Bachelor of Business Administration  
(Specialized in Human Resource management)

2017 Higher Secondary  
Board of Higher Secondary Education

2015 SSLC  
Board of Public Secondary Education

#### EXPERIENCE

##### ACCOUNTANT

Diya Hero, Attingal

2020 - 2022

- Reconciled accounts payable and accounts receivable records.
- Prepared quarterly and monthly financial statements.
- Developed and maintained internal control procedures.
- Prepared and processed payroll records.
- Monitored and reconciled bank accounts.
- Assisted with budget preparation and forecasting.
- Analyzed financial information and prepared financial reports.
- Reviewed general ledger accounts and prepared journal entries.
- Assisted in the preparation of financial audits.
- Developed and maintained financial databases.
- Investigated and resolved discrepancies in accounts.
- Implemented best practices and procedures in accounting.
- Performed financial analysis and provided management with recommendations.
- Prepared and reviewed tax returns and other government filings.
- Prepared financial reports for senior management.

#### KEY SKILLS

- ❖ Financial Analysis
- ❖ Financial Forecasting
- ❖ Budgeting
- ❖ Tax Preparation
- ❖ Cost Accounting
- ❖ Strategic Planning
- ❖ Internal Controls
- ❖ Cash Flow Management
- ❖ Financial Reporting
- ❖ Accounting Systems
- ❖ Data Analysis
- ❖ Annual Statement

#### COMPUTER SKILLS

- ❖ Tally ERP
- ❖ MS Word
- ❖ MS Excel
- ❖ MS PowerPoint
- ❖ MS Outlook

#### DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

KARTHIK MOHANDAS