



KIRAN

ACCOUNTANT

CONTACT

- ☎ 058 953 2051
- ✉ kirancp3616@gmail.com
- 📍 International city, Dubai

EDUCATION

- 2013-2016
- UNIVERSITY OF CALICUT
- B.Com in Finance

PROFESSIONAL STRENGTHS

- Tally
- MS Office

PASSPORT DETAILS

- Passport No: P1612888
- Visa Status: Visiting Visa
- Visa Expiry: 07/10/2024

SKILLS

- Accounting and bookkeeping
- General ledger management
- Bank reconciliations
- Financial management
- Organizational strengths
- Enterprise Resource Planning (ERP)
- Team Leadership
- Communication and Interpersonal Skills
- Time Management

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

PROFILE

Dedicated and results - driven accountant with 4+ years of experience and a solid educational background in finance and accounting. Adept at executing day - to - day accounting functions and ensuring compliance with financial regulations. Proven ability to lead accounting teams, achieve financial goals, and maintain a strong operational control environment.

WORK EXPERIENCE

BEGuard Public Health Pest Control, Dubai NOV 2021- APRIL 24

Accountant

- Raising invoices and passing journal entries day to day
- Account Receivables and Account Payables
- Bank reconciliation
- Handling petty cash book
- Preparation of Accounts receivable ageing report and followup for payments
- Reconciliation of Receivables and Payables with their respective statement
- Value Added Tax (VAT) filing
- Coordination with the customers, solving their queries, sending SOA's.
- Admin works.
- Monthly income and expense sheet report preparation

Chemmanur Gold Palace International Ltd, Feb 2020-Oct 2021

Tamilnadu-india

Branch accountant

- Posting Day to Day Journal Entries
- Maintain And Update Ledger
- Preparation Of Book of Accounts
- Bank Reconciliation
- Inter Branch Reconciliation
- Gst File Preparation
- Checking And Confirming All Payments and Receivable
- Maintain And Updating Stock Register
- Administration Work
- Esi And Epf Work
- Maintenance And Updating Statutory Registers

Focus Accounting and Tax Solutions,Kerala-India June 2018-june 2019

Accounts trainee

- Assist Preparation of Finance Statements of business
- Concerns.
- Internal audits of various firms.
- Income tax, VAT and GST Return filing
- Taxation works of firms, trust, AOP and Individuals
- Preparation of books of accounts of various firm
- Stock Auditing