

**KIRAN. C. P.**

International city

England cluster

Dubai-UAE

Mobile: +971 561021338

Email: KiranCP3616@gmail.com

Personal Data:**Date of Birth:** 06-04-1995**Nationality:** Indian**Marital Status:** Single**Passport Details:**

Passport No: P1612888

Visa Status: Employment Visa

Visa Expiry: 06/01/2024

Professional Strengths:

- Tally
- MS Office

Personal Strengths:

- Hardworking
- Willing to learn more and responsibility in duty.
- cooperative
- self-motivated & courageous
- ability to adapt to any situation and persevering.

Language Known:

- Malayalam,
- English,
- Tamil,
- Hindi

CURRICULAM VITAE OF**KIRAN. C.P.****CAREER SYNOPSIS**

Accountant with 4+ years of experience in public accounting and auditing. Looking for an opportunity in a fast growing company to build out best accounting practices and make accounting a competitive advantage within an organization. Accountant with experience in corporate and personal finances. Plans and priorities well to meet large workload demands.

PROFESSIONAL EXPERIENCE**Organization: BEguard Public Health Pest Control, Dubai****Period : November 2021, Currently Working****Designation : 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

**Organization: Chemmanur Gold Palace International Ltd,
Tamil Nadu- India****Period : February 2020 to October 2021****Designation : 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

Permanent Address:

Chemmannur House
Punna.
Chavakkad.P.O Thrissur,Kerala
Pin: 680506

Organization:Focus Accounting and Tax Solutions,Kerala-India

Period : June 2018 to June 2019

Designation : 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

ACADEMIC QUALIFICATION

- **10th Board Of Public Examination,Gov.of kerala**
- **12th in Commerce Board Of Public Examination,Gov.of kerala**
- **B.com in Finance University Of Calicut**
- **M.com in Finance University Of Calicut (course completed)**

CERTIFICATIONS

- **DIPLOMA IN FINANCE , BANKING &INSURANCE**
Kerala State Center For Advanced Printing And Training
- **Tally**

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge

Place:

Kiran C.P

Date: