



## KRISHNAKUMAR R

### ACCOUNTANT

#### CONTACT

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#### ACADEMIC CREDENTIALS

- **MASTER OF COMMERCE WITH FINANCE** | 2018  
Madurai Kamraj University
- **BACHELOR OF COMMERCE** | 2014  
Kerala University

#### COMPUTER PROFICIENCY

MS Office	★★★★★
Tally ERP 9	★★★★★
FACTS ERP	★★★★★

#### PASSPORT DETAILS

Passport Number	: M 1345534
Date of Expiry	: 12/04/2023
Visa Status	: Visit Visa

#### LANGUAGE KNOWN

English	██████████ 95%
Hindi	██████████ 90%
Malayalam	██████████ 100%

#### PROFILE SUMMARY

Accountant focused with years of experience, performs a variety of professional level duties involved preparing, maintaining, analyzing, verifying, controlling, planning and reconciling complex financial transactions, statements, records, and reports; maintains the accuracy of ledger and subsidiary financial system and provide highly responsible staff assistance to assigned management. Knowledge and understanding of various Accounting and Finance tools. Highly Skilled in Accounting Software's.

#### EMPLOYMENT CHRONICLE

##### ACCOUNT EXECUTIVE | Apr 2019 – Nov 2022

##### KV GROUP INTERNATIONAL, MUSCAT, OMAN

Accounts Payables, Accounts Receivables, Cash handling

##### KEY RESPONSIBILITIES

- Keeping track of all payment and expenditures including invoices, statements, and payroll.
- Reconciling statements and entries.
- Monitor day to day payments and expenditure.
- Resolve invoice discrepancies and maintaining historical record.
- Assisted with month end closures and producing monthly reports.
- Making purchase invoices such as Import purchase and Local purchase.
- Preparation and posting of incoming payments as per companies financial policies.
- Handling whole cash payments and receipts.
- Prepared Mail and Electronic invoices for customers and vendors each day and documented account updates.
- Securing revenue by verifying and post receipts and resolving any discrepancies.
- Processes leave salary and final settlements as per policy of the company.

##### AUDIT TRAINEE | Dec 2014 – Nov 2015

##### RAJUKUTTY JOSEPH & ASSOCIATES ADOOR, KERALA, INDIA

- All type of documentation.
- Audit work manually.
- Accounts work-Tally ERP.9.
- Under supervision, develop detailed test procedures that address audit objectives and significant risks.
- Interpret and evaluate audit evidence.
- Document work performed with logical conclusions and appropriate audit evidence and support.

## INTERESTS



Songs



Travelling



Reading

## PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness, and a positive language
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

## PERSONAL DOSSIER

Date of Birth : 23/11/1993

Nationality : Indian

Marital Status : Married

## DECLARATION

I hereby declare that the above-mentioned information is true, and I bear the responsibility for the correctness of the above mentioned particulars.

**KRISHNAKUMAR R**