



LIKHIN.K.N

ACCOUNTANT

CAREER OBJECTIVE

Looking to secure a position at an organization that challenges my skills and allows for further career growth. Meticulous and result-oriented accounting professional adept delivering a combination of accounting and clerical support to different departments within the organization to facilitate collective goals.

 Abu Dhabi, UAE.

 likhinkn1@gmail.com

 +971 569673287 

Personal Information

Date Of Birth: 21.06.1995
Gender: Male
Marital Status: Single
Nationality: Indian
Visa Status: Visit

Passport No: N5895074
Date of Issue: 31.12.2015
Date of expiry : 30.12.2025

EDUCATIONAL QUALIFICATION

- DIFA - 2016
Diploma in Indian and foreign accounting
- BCOM - 2016
Bharathiyar University
- VHSC - 2012
Board of Vocational Higher Secondary
Kerala
- SSLC - 2010
Board of Public Examination

LANGUAGES

English
Hindi
Tamil
Malayalam

PROFESSIONAL SKILLS

- Prospecting
- Communication
- Customer service

WORK EXPERIENCE

❖ ASSISTANT ACCOUNTANT GEO DISTRIBUTORS

2019 – December 2023

- Monitor status of accounts receivable and payable to facilitate efficient processing.
- Preparing of invoices, sales tax, and purchase orders, ensuring the accuracy of all data.
- Manage petty cash.
- Accurately calculate deductions and process payroll.
- Evaluate employee expense reports and verify accuracy.
- Help prepare month-end, quarterly and year-end closings.
- Follow up clients for financial matters such as payments due.
- Reduce financial discrepancies, effectively reconciling bank accounts and organizing information into accounting software prescing bank

❖ RECEPTIONIST WELL VIEW RESIDENCY ,KERALA 2018- 2019

- Greet, register, and assign rooms to guests of hotels
- Verify customers' credit, and establish how the customer will pay for the accommodation.
- Contact housekeeping or maintenance staff when guests report problems.
- Issue room keys and escort instructions to bellhops.
- Keep records of room availability and guests' accounts, manually or using computers.

- Presentation
- Relationship Building
- Problem-Solving
- Business Budgeting
- Time Management
- Lead Generation

Computer & Technical Qualifications

- ❖ MS Office - Word, Excel & PowerPoint
- ❖ Operating System - Windows 98/2000/XP/Vista/Windows 7
- ❖ Computer Software - Tally, Peachtree, Quick Book, Tradeasy
- ❖ Typing - English

❖ SOUHRIDA AGENCIES ACCOUNTANT Kerala 2016-2018

- Reviewed and processed invoices, sales tax, and purchase orders, ensuring the accuracy of all data.
- Performed detailed cost analysis, managed accounts payable, and conducted weekly financial reports.
- Preparation Profit & Loss A/c
- Maintain Books of Accounts.
- Cash Handling
- Cash Books maintain and Cash Report Send to corporate office daily Basis.
- Generating the Report as required by corporate through software
- Preparation of Voucher & Pay-In-Slip(Money Receipt)
- Reconciliation receivables & payable accounts
- Vendor Bills checking and process for Cheque and NEFT
- Reconciliation of Branch Accounting.
- Maintain All Accounts and voucher entry
- Maintain Bank Reconciliation and Reconciliation of Debtors & Creditors,

DECLARATION.

I hereby declare that the above given information are true and accurate to the best of my knowledge.

LIKHIN.K.N