

ACCOUNTANT



Date of birth : 09/04/1996 | **Nationality** : Indian | **Gender** : Male

+971 553874374 noupchaln.1996@gmail.com

Address : Binhuraiz 2, Al Nehda, Dubai

About me:

Organized accountant with over 4 years of experience delivering precise corporate accounting services. Proficient in a range of financial tasks, including report analysis, bookkeeping, bank reconciliation, accounts payable and receivable management, GCC VAT filing, cash and petty cash book maintenance, salary preparation, and finalization of accounts.

WORK EXPERIENCE

2023 - Present (On Contract)

-All points shipping and logistics,
Jabel Ali freezone, Dubai

ACCOUNTANT ASSISTANT

- Review and code invoices for accuracy and compliance with company policies.
- Manage vendor relationships and ensure timely payments.
- Process payments through various methods and handle expense reports.
- Reconcile accounts and support month-end closing.
- Maintain organized records and prepare reports.
- Monitor and resolve payment discrepancies.
- Perform age analysis and adjustments.
- Collaborate with other departments for process improvement.
- Manage petty cash and handle VAT computation.
- Conduct bank reconciliations.

2021 - 2023

Chaithanya Eye Hospital,
Kerala, India

ACCOUNTANT

- Data preparation, filing, and report generation.
- Bank statement reconciliation and accounts payable/receivable management.
- Tax computation and filing, including GST and professional tax.
- Maintenance of cash books and petty cash books.
- Invoice generation and handling of client queries.
- Overseeing the administration of the Accounts Receivable (AR) Department.
- Investigating and resolving discrepancies in accounts.
- Processing and recording financial transactions.
- Coordinating with managers and the CEO on financial matters.
- Ensuring subsidiary AR ledger reconciliation with the General Ledger.

- Verification and submission of AR vouchers.
- Managing the full accounts receivable cycle, including accruals and reconciliations.
- Providing financial information to external auditors for annual audits.
- Facilitating invoice interfaces, report generation, and posting to the General Ledger.
- Follow-up on reconciliation and collections from various sources, including insurance companies, corporate clients, and medical facilities.

2018 - 2021

GK Tax Auditing firm,
Kerala, India

JUNIOR ACCOUNTANT

- Preparation of monthly and annual accounts.
- Maintaining corporate documents.
- Preparing journal entries, adjustment entries, and examining financial records.
- Creating balance sheets, profit and loss accounts, and cash flow statements.
- Analyzing and compiling asset, liabilities, and capital entries.
- Handling interbranch entries.
- Preparing bank reconciliations.
- Posting entries for prepaid expenses, prepaid insurance, and depreciation.
- Managing various accounting data entries.
- Preparing income tax computations, TDS, and audit reports.
- Filing TDS and GST returns.

• **EDUCATION AND TRAINING**

2024

M. COM

- Ravindranatha Tagore
University

2017

B.COM FINANCE AND TAXATION

- Mahatma Gandhi University
Kerala

• **LANGUAGE SKILLS**

Mother tongue(s): MALAYALAM

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1
TAMIL	B1	B1	B1	B1	B1
HINDI	B2	B2	B2	B2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● KEY SKILLS

- Accounts payable Skill
- Accounts receivable Skill
- Gcc Vat invoicing and Filing return
- Advance excel data preparation
- Tally and Gst taxation knowledge
- Accounting transactions are doing well
- Age analyze
- Cash flow Statement
- Internal auditing

● CERTIFICATE

- UAE Vat
- Tally, Aware, Freza
- Excel
- Gst Tax Practiione

● REFERENCE

Vijayakumar C
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Hospital
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gm.audit@chaithanya.org

Unnikrishnan U
Senior Accountant,Chaithanya Eye
Hospital
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uk3654@gmail.com

● HOBBIES AND INTERESTS

Singing

Playing cricket

I hereby declare that all the information furnished in this document is true to my knowledge and belief