



ANANDKIRAN V K

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Location: Abu Dhabi, UAE

PERSONAL INFO

Nationality: Indian

DOB: 25/02/1989

Marital Status: Married

Visa Status: Work Visa

Passport No: L8401444

DUTIES & RESPONSIBILITIES

- Financial Report
- Manage Vendor Central payment process
- Bank Reconciliation in Books and SAP
- Manage accounts Payables & Receivables
- Coordinating the works of whole accounts department and branches

SUMMARY

A dynamic accounts & finance professional with **5 years(in U.A.E.)** of experience in Financial Accounting. Insightful experience in handling book keeping, accounting, internal and external audits. Excellent proficiency and handy experience in various accounting softwares. To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

EXPERIENCE

- **Lulu Group International, Abu Dhabi, UAE**

Assistant Finance Executive (01.10.2018 to Still continuing)

Key Responsibilities:

- Prepare Financial Reports
- Prepare Cash Flow statement monthly & yearly wise
- Supplier Central Payment monthly wise process
- Bank Reconciliation & Branch wise reconciliation
- Preparation of VAT filing supporting details monthly & yearly wise accounting.

- **Muthoot Vehicle & Asset Finance Ltd, Ernakulam, India**

Senior Accounts Executive (15.01.2016 to 26.09.2018)

Key Responsibilities:

- MIS Report monthly & yearly wise preparation
- Domestic Money Transfer Franchisee & Branch wise operation support.
- Prepare money transfer government documents & reports.
- Solving customer grievance & communication with various Banks.

EDUCATION

- **M.Com (Finance) - 2009 - 2011**
Co-operative College, Thodupuzha,
affiliated to Mahatma Gandhi
University, Kottayam, Kerala, India
- **B.Com with Computer Applications - 2006 - 2009**
St. Stephen's College, Uzhavoor,
affiliated to Mahatma Gandhi
University, Kottayam, Kerala, India

ADDITIONAL QUALIFICATION

- **Basic Computer Course**
Computer Fundamentals, Windows, MS
Access, Co-operative College of Computer
Science, Thodupuzha, Kerala, India
- **TALLY 9.0**
NIIT, Kerala, India
- **Diploma in Computer Application (DCA)**
St. Stephen's College, Uzhavoor,
Kerala, India

ERP KNOWLEDGE

- SAP
- Tally
- MS Excel, Word & PowerPoint

- **SB Global Educational Resources Pvt. Ltd, Ernakulum, India**

Accounts Executive (18.03.2015 to 31.12.2015)

Key Responsibilities:

- Daily & Monthly accounting entries in Tally
- Prepare vendor payment voucher
- Prepare year end audit supporting documents
- Manage Petty Cash

- **Annoor Dental College & Hospital, Muvattupuzha, India**

Accountant (20.12.2012 to 28.02.2014)

Key Responsibilities:

- Finalization of books of accounts
- Prepare year end financials for external audit
- Prepare payables & receivables report
- Daily & Monthly accounting entries in Tally

- **Nambiar & Thomas Chartered Accountants, Pala, India**

Accounts cum Audit Assistant (02.05.2011 to 12.05.2012)

Key Responsibilities:

- Tax Filings – Income Tax, Sales Tax and Service Tax
- Finalization of Accounts
- Bank Reconciliation

DECLARATION

I hereby solemnly affirm that all the details provided above are true to the best of my knowledge.

ANANDKIRAN V K