



# SREYAS MOHAN

## Accountant

### PROFESSIONAL SUMMARY

To Pursue my career in a company that makes full utilization of my initiative, to work as part of team to assume responsibilities and implement ideas and to use my abilities to contribute to the development and growth of the organization and work to the very best of my abilities and be an asset to the organization.

### WORK EXPERIENCE

#### Accountant

Sep 2021-Aug 2023

Maruti Popular Vehicles & Services, Kasaragod, Kerala-India

- Recording and maintaining the accounting transaction.
- Bank reconciliations
- Managing company's petty cash flow
- Generate invoices and make timely follow ups on account's receivables and payables auditing and verification of documents.
- Prepare monthly financial statements, reports and records by collecting, analyzing and summarizing account information.
- Identify and provide strategic solutions to improve the sales of the company. Initiated programs and ideas to improve the sales of the company.
- Preparing and processing monthly staff salaries.
- Verifying discrepancies and resolving the billing issues. Marinating petty cash.
- Prioritizing invoices according to cash discount and payment terms. Maintaining accurate records of leaves and attendance registers.
- Protecting organizational value by keeping information confidential

### CERTIFICATION

#### Diploma in Indian & Foreign Accounting

2019

SAC Academy, Kasaragod, Kerala

### EDUCATION

#### M.Com Finance

2021

Kannur University, Kerala

#### B.Com Cooperation

2018

Kannur University, Kerala

#### Higher Secondary

2015

GHSS Madikai

#### High School

2013

GHSS Madikai

### DECLARATION

I hereby declare that all the details mentioned above are true to the best of my knowledge.

### CONTACT

📍 AL-KARAMA, DUBAI  
(United Arab Emirates)

☎ +971 56 670 2157

✉ sreyasmohankmad@gmail.com

### PERSONAL DETAILS

Date of Birth : 18<sup>th</sup> Jan 1998

Gender : Male

Nationality : Indian

Marital Status : Single

### PASSPORT DETAILS

Passport No : W4337354

Date of Issue : 28 Sep 2022

Date of Expiry : 27 Sep 2032

Visa Status : Visit Visa

### SOFTWARE PROFICIENCY

- Tally
- Ms Office
- DIFA

### LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

### KEY SKILLS

- Accounting
- Payroll
- Financial Analysis
- Account Reconciliation
- Financial Accounting
- General Ledger
- Inventory Management
- Accounts Payable/ receivable
- Financial Statements
- Tax Accounting (UAE VAT)

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