






## UNNIKRISHNAN S

### ACCOUNTANT

 Dubai, UAE

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### SKILLS

- Excellent attention to detail
- Strong analytical and problem-solving abilities.
- Proficiency in using accounting software and MS Excel.
- Knowledge of relevant financial regulations
- Excellent organizational and time management skills.

### SOFTWARE

- Tally Prime
- Ms Office
- SAP

### LANGUAGES

- English, Malayalam, Tamil

## PROFILE

Highly skilled and detail-oriented accountant with five years of experience in billing and accounting. Proven expertise in managing financial transactions, maintaining accurate records, and ensuring compliance with accounting principles and regulations. To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

## WORK EXPERIENCE

### ACCOUNTS ASSISTANT,BILLING,CASHIER

#### *Quilon Trading company*

2020-2023

- Manage all accounting transactions
- Reconcile accounts payable and receivable.
- Handle monthly, quarterly and annual closings

### BILLING,CASHIER

#### *Quilon Nets*

2019-2020

- Assume the responsibility of receiving and sorting incoming payments with attention to credibility.
- Issue and post bills, receipts and invoices.
- Manage the status of accounts and balances and identify inconsistencies.

### BILLING & STOCK ENTRY

#### *Arabian Gold and Diamonds*

2018 -2019

- Worked on marketing campaigns for brands.
- Handled multiple digital accounts.
- Write thorough reports on billing activity with clear and reliable data.

## EDUCATION HISTORY

### B.com Computer Application

Aug 2014- Nov2017

### Mahatma gandhi University, Kottayam

### Plus Two Standard

Jun 2013 - Mar 2014

### M.S.M Higher Secondary School, Kollam