



VISHNU RAJ T K

Financial Accountant

CONTACTS DETAILS

✉ vishnurajtk29@gmail.com

☎ +971556096802

📍 SATWA, Dubai

United Arab Emirates

PROFESSIONAL SKILLS

- Accounting and Bookkeeping
- Financial Accounting
- Business valuation
- MS Office, MS Excel
- Powerpoint
- Statistical Package for Social Science (SPSS)
- Tally ERP/Prime
- Observation
- Decision making
- Communication
- Multi-tasking

EDUCATION BACKGROUND

- Pondicherry Central University - Masters in Commerce
July 2019 to May 2021
Specialized in Accounting and Taxation with a GPA of 6.51
- Calicut University - Bachelors in Commerce
August 2016 to April 2019
Specialized in Computer Application
- Kerala Higher Secondary Board
Plus Two - Commerce
Completed in 2016

PERSONAL DETAILS

- Nationality: Indian
- Visa Status: Visiting visa
- Date of Birth: 02-09-1998
- Marital Status: Unmarried

LANGUAGES

- English
- Malayalam
- Tamil

OBJECTIVE

To build up a challenging career with an organization where I can explore and use my talents and aptitude towards the integrated development of the organization, myself and society.

PROFESSIONAL EXPERIENCE

JAS GRANITES AGREGATES PVT LTD, KERALA, INDIA

Assistant Accountant

April 2022 - Oct 2023

Key responsibilities:

- Assisting with the preparation of financial statements and reports.
- Monitoring accounts payable and accounts receivable and ensuring all transactions are recorded correctly.
- Conducting reconciliations of bank statements and other financial records.
- Coordinate purchase orders, invoices and payment orders.
- Assisted in budget preparation and inventory management.

AKSHAYA CENTER MULLANKUNNU, KERALA, INDIA

Office Staff

March 2021 - April 2022

Key responsibilities:

- Utility bill payment
- Data entry works
- Income Tax Returns filing
- Insurance filing works
- Managing transactions with customers using cash register
- Provides a positive customer experience with fair, friendly, and courteous service

CERTIFICATION COURSES

- Accounting Fundamentals- TATA Consultancy Services (TCS)
- TCS ION Career Edge - Young Professional course.

DECLARATION

I do hereby declare that the particulars of information and facts stated here above are accurate, correct and complete to the best of my knowledge and beliefs.

DATE:

PLACE:

VISHNU RAJ T K