



Varun K

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E- Mail

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Permanent Address

Huda Building
Al Majaz -3
Sharjah.

Personal Information

Date of Birth : 26-07-1989
Sex : Male
Nationality : Indian
Passport No : U 0703432
Passport Exp. : 21-06-2030
Domicile of : Kerala
MaritalStatus : Married
Visa Status : Resident Visa

About Me :

An energetic and self-assured man with full of initiation and motivation. Ability to take independent responsibilities. Possess good communication skills and expert knowledge in Accounts. Aiming at a Career with full of Challenges and Progress in the field of Accounts management.

AREAS OF EXPERTISE

- Accounts payable
- Accounts receivables
- Bank / Vendor Reconciliation
- Expertise in Retail Accounting
- P & L Account and Balance sheet

EXPERIENCE IN UAE

➤ **LuLu Group International - UAE**

Job Title Accountant, Duration- From June 2012 onwards.

Roles and Responsibilities:

- Vendor Payment & clarifying Vendor's queries
- Posting of invoices, expenses & inter branch transactions entries
- Monthly Vendor reconciliation
- Stock Verification & Valuation
- Liaising with internal auditors as required.
- Rent schedule & Tenant schedule
- Documentation and filing of invoices
- Review bank statements and prepare periodic Bank reconciliation Statements (including credit cards)
- Vendor agreement creation & activation
- Tax invoice creation.
- Review & approve petty cash vouchers, invoice & journal entries
- Perform all the tasks assigned by the top level managers
- Payable Aging Report
- Receivables follow up
- Coordinate with HR for processing monthly payroll through WPS and other payments.

- Preparation of Management information Report (MIS)
- Preparation of P&L Account and Balance sheet.
- Reconciliation of GL account.

OTHER EXPERIENCES

- Accounts assistant -N&M associates (Sales tax consultant) , Kannur , Kerala ,India

Roles and Responsibilities:

- Prepares income tax return forms for businesses and individuals.
- Preparing and e-filing of monthly Sales Tax returns, Service Tax returns and TDS.
- Examine various financial records like income statements, receipts, expenditures and previous tax returns to determine a strategy for preparing current returns.
- Intervene clients to get information on deductible expenses, allowances and taxable income.
- Posts transactions to the appropriate general ledger account. Reconciles general ledger accounts as assigned.
- Preparation of year ending Schedules and Accounts for Audit.
- Verifying the accuracy of invoices and other accounting documents or records.
- Assist senior staff in preparing periodic financial statements and records.
- Perform miscellaneous filing/sorting of checks, journals, daily write-ups, etc.

EDUCATION:

- MASTER OF COMMERCE (M.COM)
- BACHELOR OF COMMERCE (B.COM)
- PLUS TWO COMMERCE

SKILLS :

- Working Knowledge in **SAP**
- Knowledge in MS Office.
- Working Knowledge in **Tally ERP**

LANGUAGES :

English—(Speaking, Writing, Reading)

Hindi — **Intermediate**, (Basic – Speaking, Writing, Reading)

Malayalam – **Native language**

Hobbies :

Cricket, Football, Swimming & Movies

Declaration

I hereby declare that, the above information provided by me in this document is true and correct to the best of my knowledge and belief.

Place : Sharjah

Varun K