

VARUN SANTHOSH

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Mobile : 00971561085112
Visa Status : Visit Visa
Passport No : U 6901216 (Valid up to 25th October 2030)
Nationality : Indian



Accounts Executive

Location Preference: Dubai, United Arab Emirates

CAREER OBJECTIVE

To place me in a highly challenging and motivational position in a reputed organization that extends an opportunity to utilize my educational background and experience with efficiency and positive attitude by dedicating myself to the given work with honesty in order to serve the entity I have joined.

ORGANISATIONAL EXPERIENCE

Jan'21 to May'22 The Tax Syndicate, Pala - Accountant

Job Description

- Finalization of accounts of sole proprietorship, partnership firm and private limited companies, giving efforts various statutory requirements like the income tax act 1961, the companies act 1956 and various accounting standards.
- Prepare, review and analyses the financial statements.
- Analyze, examined and interpreted records , compiled financial information, and reconcile reports and financial data.
- Process journal entries and perform correction to ensure accurate records.
- Preparation of Tax audit report U/s 44AB-Form3CB/3CA, 3CD,
- Engaged in GST audit.
- Support the month end process.
- Collect, categorize, calculate, verify and enter data to maintain accurate records.
- Assist with special projects related to process improvement.

Dec'2018 to Dec'20 AuthorsPress - Accounts Assistant
A publishers of scholarly books

Key Result Areas:

- Provide support to staff and help managers and auditors
- Helping in GST audit
- Maintain accurate data for future purpose and ensure accurate job descriptions are in place
- Access Funding for training and write proposals
- Conducting Induction programs & Training sessions.
- Assist with special projects related to process improvement.
- Prepare, review and analyses the financial statements.
- Cooperated with external and internal auditors.

EDUCATION

2018 B.com with Computer Application from Ettumanoorappan College,, MG University, Kottayam, (Kerala)
2015 HSC from Our Lady of Lourde's HSS, Uzhavoor (Kerala)
2013 SSLC Sreekrishna Vocational HSS (Kerala)



2018: B.com with Computer
Application from MG University
Kerala, India



2015: HSC from Board of Public Exams
Kerala



2013: SSLC from Board of Public
Exams Kerala

CERTIFICATION

- SMART TALLY EXPERT

TECHNICAL PURVIEW

- Proficiency in:
 - Microsoft Applications such as Excel, Word, PowerPoint
 - Tally 9 & Tally ERP

PERSONAL DETAILS

Date of Birth: 24th October 1997
Address: Tholappallil (H), Palackattumala P.O, Pala, Kottayam, Kerala India
Present Address: Dubai, UAE
Languages Known: English, Hindi & Malayalam
Marital Status: Single
Nationality: Indian
Visa Status: Visit Visa

References: Available upon Request

Thanking you,
Sincerely,

Varun Santhosh