

CURRICULUM VITAE

KIRAN. C. P.

International city

England cluster

Dubai-UAE

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CAREER OBJECTIVE

I am looking for an opportunity that would help me in building up my skills and growth. I am confident that I will be able to fulfill my duties in conformity to the requirement of the organization.

EDUCATION

- Secondary School Leaving Certificate
- Plus Two
- B.com (Finance)
- M.com (Finance) Result Waiting

OTHER QUALIFICATION

- Tally
- DFBL (Diploma in Finance, Banking, and Insurance)

Work Experience

- Beguard Public Health Pest Control, Dubai as an Accountant, Currently Working

Duties & responsibilities

- Posting Day to Day Journal Entries
 - Invoice preparation
 - Vat Filing
 - Updating ledgers
 - Updating payments and receivables
 - Admin works
 - Monthly income and expense sheet report preparation
- Worked with Focus Accounting and Tax Solutions, Guruvayoor, Kerala, India as an **Accounts Trainee** from 11th June 2018 to 22nd June 2019

Duties & Responsibilities

- Assist Preparation of Finance Statements of business Concerns.
- Internal audits of various firms.
- Income tax, VAT and GST Return filing
- Taxation works of firms, trust, AOP and Individuals
- Preparation of books of accounts of various firm
- Stock Auditing

- Chemmanur Gold Palace International Ltd, Tamil Nadu India as an Branch Accountant From 28th February 2020 To 15th October 2021

Duties & Responsibilities

- Posting Day to Day Journal Entries
- Maintain And Update Ledger
- Preparation Of Book of Accounts
- Bank Reconciliation
- Inter Branch Reconciliation
- Gst File Preparation
- Checking And Confirming All Payments and Receivable
- Maintain And Updating Stock Register
- Administration Work
- Esi And Epf Work
- Maintenance And Updating Statutory Registers

PASSPORT DETAILS

Passport No: P1612888

Date of Issue: 09/06/2016

Date of Expiry: 08/06/2026

Issue place: Cochin

PERSONAL STRENGTH & ATTRIBUTES

- Good communication, self – confidence,
- Discipline and Punctual.
- Able to grow positive relationship with Client,
- Willing to learn more and responsibility in duty

PERSONAL DETAILS

Date of Birth: 06/04/1995

Father's Name: Paul. C. K.

Gender: Male

Marital Status: Single

Nationality: Indian

Religion: Christian

Language Known: Malayalam, English, Tamil

DECLARATION

I hereby assure that the mentioned details furnished by me are true to my knowledge, I am responsible for the correctness of the above particulars.

Place:

Date:

Kiran. C. P