

CURRICULAM VITAE



CONTACT INFORMATION:

KIRAN K K

PRESENT ADDRESS:

SHARJAH

United Arab Emirates

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Visa Status : Visit visa

Mobile: +971-554558795

PERSONAL DETAILS:

Date of Birth : 04/08/1992

Sex : Male

Religion : Hindu

Nationality : Indian

Marital Status : Single

LANGUAGES KNOWN:

- Malayalam
- English
- Hindi
- Tamil

Career Objective

I am having around 2 years experience as an accountant, my objective is to secure a challenging and responsible position in an organization based on my skills, abilities and experience and also grow with organization

Academic Qualification

- B com (Kannur University, Kannur) 2013
- PLUS TWO (Board of Higher Secondary Examination) 2010
- SSLC (General Education Dept. of Kerala) 2008

Professional Skills

- Commitment to work
- Ability to face operational pressure
- Proactive nature
- Decision making skill
- Leadership skills

Computer Skills

- Office Tools : Ms Office.
- Accounting Packages : **Microsoft Navision 2013**
: **Gravity**
: **Tally**

Experience

- **INVENTORY CONTROLLER & DATA ENTRY OPERATOR**
Al Madina Hypermarket at Dubai ,Sharaf DG (2020 to 2022)
Nature of company : Retail (Hypermarkets &supermarkets)
- **ACCOUNTANT**
Al Shams Super Market , Muweliah , Sharjah (2019 to2020)
Nature of company : Retail (Supermarkets & Wholesale TR.)
- **ACCOUNTANT**
Al Manama Group, Ajman, U.A.E – (2018)
Nature of company : Retail (Hypermarkets & supermarkets)
(Corporate Office)

STRENGTHS:

- Good communication skill and convincing capability
- Team working and effective in leading
- High zone of tolerance and hardworking
- Observant and adaptable
- Quick Learning

PASSPORT DETAILS

Passport No : N 2161612
Date of Issue : 02/09/2015
Date of Expiry : 01/09/2025
Place of Issue : Kozhikode

Role/ Responsibilities

- Analyzing Receivable and Payables Ledgers
- Handling with Vendors and Customers
- Responsible for entire Accounting / Document Management and clerical jobs of the company.
- Recording of expenses & Purchases and materials delivery.
- Reconciliation of vendor and customer ledger balance.
- Keep and track all company related documents like, Proposals, Purchase orders, and retrieve them in no time, when required by the relevant employees.
- Checking vouchers with supporting documents
- Checking all the tax related documents.
- Reconcile invoices to purchase orders and bill customers
- Petty Cash handling
- Purchase invoicing
- Cash Billing.
- Goods Receiving

Objective

- To be innovative and unique in exploring challengers
- To work in a challenging creative environment.
- To continue effectively towards the goal of the organization along with acquiring newer skills and competency.

Declaration

Kindly consider my application and provide me an opportunity to serve you in your organization for which act of kindness I shall be grateful to you sir.

I hereby declare that the above mentioned details are true to the best of my knowledge.

KIRAN K K