



VARUN. M

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Manari house, changampothi paramb, P O Arakkinar near water tank, Marad,
Kozhikode, kerala, India

OBJECTIVE

Dedicated accountant with hands- on experience with financial management and a proven track record of accuracy and compliance. Skilled in using advanced accounting software and financial tools to streamline process and financial and enhance data - driven decision making. Seeking opportunities to contribute my financial expertise to support the financial health and growth of the company.

EDUCATION

B. Com - finance

2018-2021

Calicut university

Diploma in Indian accounting and foreign accounting

2021

G tech computer education

Commerce

2016-2018

Ghss kallai - Kozhikode, Kerala

REFERENCE

Sreesha. Mv - Dhafir technologies pvt Ltd ,India

Management accountant

Sreesha@dhafirtech.in

8547596919

Sujith. NR - National radios

Manager

9447743666

PERSONAL DETAILS

Date of birth : 17/03/2001

Gender : Male

Marital status : single

PASSPORT DETAILS

SKILLS

• Accounting principles and procedures. • Organizational skills • Project management skills • problem - solving skills. • Time management skills • Tally ERP and Prime, quick books, Peachtree • ERP software • Analytical skills • Data analysis • Leadership skills • Communication skills • Ms Word and excel

EXPERIENCE

Accounts Assistant

01/02/2022 - 30/4/2024

Dhafir technologies Pvt Ltd, India

- Reconciled creditors and debtors accounts on time and accurately, identifying and resolving all discrepancies.
- Recorded all purchase and sales bills, payment, receipts and journal entries accurately and on time.
- Performing accounts payable and receivable functions.
- Salary ledger reconciliations.
- Invoice processing & invoice verification.
- LPO track updating.
- Preparation of balance sheet.
- workers annual leave settlement & workers Cancellation settlement checking and paying.
- Maintaining staff advance list.
- Purchased invoices checking and assisting for Payment.
- Maintaining day to day petty cash book.
- Assisting payroll team for workers monthly Salary release.

Passport No : Y5612210
Place of issue : Kozhikode
Date of issue : 30/06/2023
Date of expiry : 29/06/2033

Sales cum billing executive

01/11/2021 - 31/01/2022

National radios - electrical supply store in Kozhikode

- communication with customer.
- sales entry & Purchase entry, receipt entries.
- E way billing.
- cash handling.
- Tracking incoming payments.

LANGUAGES

- Malayalam • English • Hindi • Tamil