



Contact Information

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PERSONAL DETAILS

- Date of Birth : 01-04-1980
- Gender : Male
- Nationality : Indian
- Marital Status : Married
- Visa Status : Visit
Expiry 23-02-2024
- Language known: English,
Hindi, Malayalam, Tamil

STRENGTHS

- Stakeholder Management
- Fundamental Knowledge of
Accounting and
Finance Principles
- Critical thinking

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POST APPLIED FOR: ACCOUNTANT

SUMMARY

A motivated accountant and admin professional with 17 years of experience targeting to leverage experience in accounting, finance and admin. A problem solver by effectively communicating solutions.

PROFESSIONAL EXPERIENCE

FATIMA HOSPITAL (Uttar Pradesh, India)

DESIGNATION : ASSISTANT FINANCE OFFICER

DURATION : June - 2018 to November 2023

- Issue and post bills, receipts and invoices
- Handling of accounts receivables and payables
- Identify inconsistencies in status of accounts and balances
- Manage all accounting transactions Daily
- accounts and book keeping by using Tally
- Handling of monthly, quarterly and annual closings
- Compute taxes and prepare tax returns
- Manage balance sheet and profit/loss statement
- Prepare and analyze cash flow statement
- Facilitate audit financial transactions and Documents
- Accounting and book keeping of social development projects
- FCRA accounting and preparation of financial reports
- Update and maintain of office policies and procedures

SOUTH INDIA BEVERAGES PVT. LTD (Bangalore, India)

DESIGNATION : ACCOUNTANT

DURATION : Feb. 2010 to May. 2018

- Billing at front desk
- Product return entry
- Customer counseling on various products
- Customer feedback collection and analysis
- Manage office supplies stock and place orders
- Prepare regular reports on expenses and office budgets
- Maintain and update company databases
- Organize a filing system for important and confidential company documents
- Answer queries by employees and clients
- Distribute and store correspondence (e.g. letters, emails and packages)
- Prepare reports and presentations with statistical data, as assigned

TECHNICAL SKILLS

COMPETENCIES

- Tally ERP 9
- MS Office
- Digital media skills
- Social Media Skills
- MS Excel

PASSPORT DETAILS

- Passport no : W7301788
- Issue Date : 10-05-2023
- Expiry Date : 09-05-2033

RE F E R E N C E S

Mr. Bijoy Kurian

HR Manager

Fatima Hospital, Gorakhpur 273014

Phone: 6282471353,

Gmail:fatmagkp@gmail.com

HINDUSTAN COCO COLA PVT. LTD(Bangalore, India)

DESIGNATION : ACCOUNTANT

DURATION : September 2005 to April 2009

- Handling of accounts receivables and payable
- Maintain contact lists
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Provide information by answering questions and requests
- Research and creates presentations
- Generate reports

SKILLS

- Knowledge of accounting and bookkeeping procedures
- Familiarity with accounting software packages
- Computer literacy (MS Excel in particular)
- Solid communication
- Business knowledge
- Budget management
- Financial planning and analysis
- Budgeting and forecasting
- Building financial models
- Conducting data analysis
- Report writing and presentation skills
- Interpersonal communication skills
- Translating complex financial data into actionable insights
- Support's colleagues with effective teamwork.
- High sense of responsibility
- Database management and queries

EDUCATIONAL ATTAINMENT

▪ B. COM

(Institute of basic and vocational education, Bangalore University -2004)

▪ DIPLOMA IN COMPUTER APPLICATION (DCA)

(Karnataka University - 1998)

DECLARATION

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief

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