



ARUN KUMAR R

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**Address: Arun Nivas,
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Kudappanakunnu P O,
Thiruvananthapuram
695043**

Resume

CAREER OBJECTIVE :

I Wish to work in a reputed organization of international standard, Work hard with designation to gain a good position. Seeking a challenging position to associate myself with a reputed Organisation.

PROFESSIONAL QUALIFICATION

- M.Com Finance and Taxation
- SAP FICO
- IPCC (CA) Doing
- B.com Taxation

PROFILE

- Accountant with 5 plus years of experience
- GSTR Return filing and other legal compliance
- Dealing Accounts Receivable and payable
- Daily weekly MIS Reporting to Higher authority
- Bank Reco. And experienced in audit assistance
- Experienced in Tally erp and Microsoft Ax 2012
- TDS,ESI,EPF filing and other compliance
- Payroll preparation and salary process

PERSONAL SKILLS

- Problem solving
- Self – Motivated with strong planning organizational and leader ship skills.
- Adaptability
- Strong work ethic
- Time Management
- Critical Thinking
- Handling Pressure
- To ensure proper filing of returns and dues on time

EXPERIENCE

- **Gkb Rx Lens Pvt Ltd (A subsidiary of Essilor international.)** **2016 to Present**
 - Lens Manufacturing Organization
 - Around 30+ Branches all over Indian
 - Working in Microsoft Dynamic 2012 Platform
 - Centralized Accounting and legal compliance

- **Abraham&Co. Chartered Accounts,** **2015 to 2016**
 - Experienced in company auditing (Internal and statutory audit)
 - Preparation of Books of accounts for finalization
 - Balance sheet, Profit and loss account, cash and fund flow statement
 - Payroll management, Bank Reconciliation
 - TDS,ESI,EPF and other legal compliance

- **Sreedhar &co. Chartered Accounts,** **2012 to February 2014**
 - Worked as Audit assistant and accounts trainee
 - Assisted in accounts finalization process and have experience in preparing Final accounts like Balance sheet, Profit And Loss account and other relevant notes of accounts and schedules

ACADEMIC QUALIFICATION:

- Plus Two completed from Kerala Board
- SSLC

COMMUNICATION SKILL

English: (Speak, Read and Write)

Malayalam: (Speak, Read and Write)

Tamil: (Speak)

PERSONAL INFORMATION:

Age	: 30
Name of Father	: Arun Kumar R
Marital Status	: Married
Date of Birth	: 23-03-1990
Nationality	: Indian

HOBBIES AND INTEREST:

- Reading books
- Sports
- Teaching

DECLARATION:

I hereby certify that the above mentioned information's are true and correct as per my Knowledge and beliefs' have not suppressed any material fact of factual information in the above statement.

Place : Kudappanakunnu
Date : 14-08-2020

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