ARUN GIREESAN

MBA Finance

ACCOUNTANT

Contacts
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Location: Trivandrum, Kerala, India

Qualification

- Pursuing CFA Level I

- MBA, Finance, IMK (Institute of Management in Kerala)   Class of 2014

- B.com (Finance & Taxation), Co-Operative College, University of Kerala   Class of 2011

Career Snapshot

Dynamic Finance Professional backed by **5 Years** of insightful experience including **4 Years in UAE, Dubai.** I am   hardworking, energetic and responsible individual who accomplishes his goals with full dedication. I offer a good blend of qualifications, experience, requisite knowledge and skills to become a vital member of any organization.

Area of Expertise and Specialization

- Financial Accounting
- GST & TDS
- Expert in AP/AR-Reconciliation
- Revenue recognition & Cost booking
- Expert IN ERP,MS EXCEL,MS ACCESS & MY SQL

Areas of strength

- Ability to work with own initiative
- Proactive, flexible and result oriented
- Expert in AP/AR – Reconciliation – MIS Reporting
- Striving for excellence and target achieving
- Flexible approach to working

Professional Experience

Greenline Interiors JAFZA, Dubai, UAE.   **Nov 2016 to Oct 2020**

I had been working as **Accountant** since 2016 and I had to directly reporting to Finance Manager in most of the cases. My responsibilities were:

- Co-ordinate & follow up with procurement/stores dept. for invoice/delivery/payment related issues.
- Update the PDCs to supplier statement on daily basis and ensure the PDCs deposit in the mention date.
- Monitoring advance payments made for Purchases & Expenses.
- Assisting chief accountant for preparing VAT sheet preparation
- Booking payments to customers account and record it properly.
- Organizing and filling deposit receipts as invoices are paid.
- Checking the petty cash bills & arranging for reimbursement, updating petty cash statement.
- Reconciliation the intercompany transactions.
- Preparation of Bank reconciliation statement and reconcile cash receipt and deposit.
- Preparation of revenue and cost reconciliation.
- Updating the Inventory Movements in the ERP/Inventory system and reconcile physical inventory with the system.
- Ensuring proper filing of payment and receipt Vouchers, journal voucher for easy referencing in the future
- Assisting Chief Accountant for finalization of accounts.

SSB Associates of Chartered Accountants   **Sep 2015 to Oct 2016**

I worked as **Accountant Executive & Assistant Auditor** and Duties and Responsibilities Performed during this period were:

- Preparing Final Accounts for clients(Trading & P&L a/c, Balance Sheet, Income and expenditure a/c, Receipt & Payment a/c, Bank Reconciliation Statement)
- Preparing Auditing Reports for various Govt. & Non-Govt. Organizations.
- Doing Statutory and Internal Auditing.
- Verification receipts and payment documents with cash register.
- Finding, recording and reporting of frauds and errors.
- Verifying & auditing the inventory count.
- Verification of Fixed assets recorded in the balance sheet.
- Verification of final accounts of the organization with documents presented.
- Confirming accounts receivable and payables with a third party.
- Verification of Internal Audit report while doing statutory auditing.
- Preparing Audit reports on the behalf of senior auditor.

IT Proficiency

- Tally ERP9
- Epicore
- MS Excel, Word and Power Point
- MY SQL
- MS Outlook

Interest & Hobbies

- Reading financial articles
- Stock Market Updating
- Updating economic indicators of global & regional

Language Known

- English   - Fluent
- Malayalam   - Expert

Personal Information

- **DOB:**   20-10-1990
- **Gender:**   Male
- **Marital Status:**   Single
- **Nationality:**   Indian
- **State:**   Kerala
- **District:**   India

References will be pleased to furnish upon request

Declaration

I hereby declare that above particulars furnished by me are true to the best of my knowledge and belief. I assure you sir, if you give a chance, I will execute my work to the fullest satisfaction of my superiors.

Thanking you

Arun Gireesan