**CURRICULUM VITAE**

**UNNIKRISHNAN.B**

**Mobile : 919446184925**

**E-mail : krishnagadha954@gmail.com**

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| **CAREER OBJECTIVE:** |

To be part of a professionally managed company where my knowledge and experience can be contributed to the overall growth of the organization and which can provide me a dynamic work atmosphere to extract my inherent skills and develop my career.

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| **PROFESSIONAL **EXPERIENCE: 12 YEARS*********INDIAN EXPERIENCE: 6 YEARS**********GCC EXPERIENCE: 6 YEARS***** |

1. ***Position: ACCOUNTANT***

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| **VALSALAKUMAR ASSOCIATES** | **KOLLAM** | 1. **Years ( 2008-2010)** |

* Maintaining Book of Accounting Entries.
* Making Invoices.
* Making Purchase Entry.
* Making Sales Entry.

1. ***Position: ACCOUNTANT***

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| **PARAMOUNT TRADING EST** | **OMAN – MUSCAT.** | **2 Years ( 2010-2012)** |

* Maintaining Book of Accounting Entries.
* Making Invoices.
* Maintain provide book of records and Document controlling.

1. ***Position: ACCOUNTANT***

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| **Safari Group of Companies** | **Doha – Qatar.** | **4 Years (2012-2016)** |

* Maintaining Book of Accounting Entries.
* Handling of Petty Cash.
* Preparation of Payroll for the staffs and labor workers.
* Preparation of Creditors and debtors and maintenance report.
* Providing monthly outstanding reports at every month to the Management.
* Maintain provide book of records and Document controlling.
* Making Payments to the Clients.
* Making Overtime Statement.
* Making Invoices.
* Providing Fleet Vehicle reports at every month to the Management.
* Account Receivables / Accounts Payables & General Accounting.
* Daily Update of Account Receivables and follow up for the collection.
* Preparing Sales Report and updating to MD.
* Collecting the supplier /vendor invoices and payment request.
* Maintaining the updated records of account payables.
* Preparing Bank Reconciliation.
* Reconciliation of account receivables, account payables.

***4.Position: ACCOUNTANT***

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| **VALSALAKUMAR ASSOCIATES** | **KOLLAM** | 1. **-2017** |

* Maintaining Book of Accounting Entries.
* Making Invoices.
* Making Purchase Entry.
* Making Sales Entry.
* General Accounting.

1. ***Position: ACCOUNTANT***

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| **MOLECULES ENVIROCARE** | **KAYAMKULAM** | **3 Years (2017-2020)** |

* Maintaining Cash Book
* Preparing Debtors Outstanding
* Preparing Creditors Outstanding
* Making Purchase Entry
* Making Sales Entry
* Making Payroll
* Making Bank Payment & Bank Receipt.

**SKILLS**

* Accounting and bookkeeping skills.
* Accounts Payables.
* Accounts Receivables.
* Bank Reconciliation.
* Knowledge of double entry book keeping system.
* Decision making skills.
* Time management and task prioritization skills.
* Knowledge of Microsoft office suite, including outlook, Word, Excel.
* Analytical & problem solving skills.

**PERSONAL ATTRIBUTES**

### Self motivated and achievement oriented.

### Enjoys working within a team environment.

### Good communicator at all levels.

### Methodical, orderly and loyal employee.

### Has patience and tenacity.

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| EDUCATIONAL QUALIFICATION: |

* **University Degree in Bachelors of Commerce** (**B.Com**) from University of Kerala ,India.
* **M.B.A (Finance**) from Alagappa University.

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| TECHNICAL & COMPUTER QUALIFICATION: |

* Accounting software **–Tally, & Oracle Based Packages.**
* Office Application- **MS Office, MS Word, MS Excel, Internet, Outlook E-mail.**

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| STRENGTH: |

* **Punctual, honest, sincere and hard working.**
* **Pleasing Personality.**
* **Willing to take challenges to meet specific target for improved performance.**
* **An ability to work in groups and lead the team for better results.**

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| HOBBIES: |

* Playing Cricket and football.
* Organizing events.
* Listening Music.
* Making friends belonging to different walks of life.

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| PERSONAL INFORMATION: |

* Date of Birth : 16-05-1983
* Sex : Male
* Religion : Hindu-Ezhava
* Nationality : Indian
* Marital Status : Married
* Address : Krishnagadha,

Krishnapuram P.O,

Kayamkulam,Alappuzha

* Languages Known : English, Hindi, Malayalam
* Contact Number : 919446184925
* E-Mail Address : krishnagadha954@gmail.com

### DECLARATION

I hereby declare that the information given above is true and correct to the best of my knowledge and belief.

**UNNIKRISHNAN.B**

**Date: 12-10-2020**