



MIDHUN P

Accounts & Finance Professional

As an experienced accountant and finance professional, I offer expertise in financial analysis, budget management, and reporting. I have a strong background in risk management and compliance, and possess advanced skills in financial modeling, data analysis, and forecasting. I pride myself on providing valuable insights to clients and stakeholders, while delivering high-quality work and exceeding expectations. With a proven track record of success, I am results-driven and committed to achieving the best outcomes for my clients.

PERSONAL INFORMATION

Email midhunmurali501@gmail.com

Phone : +971564933065

- ▶ Nationality : Indian
- ▶ M.Status : Single
- ▶ Vista Type : Employment
- ▶ DOB : 28-04-1997

in



EDUCATION

● MASTER DIPLOMA IN COMPUTERIZED ACCOUNTING

Keltron India

- Financial Reporting
- Accounts payable and receivable
- Inventory management
- Accounting
- Payroll management

● B.COM

University of Calicut India

- Financial
- Reporting
- Auditing
- Taxation

PROFESSIONAL EXPERIENCE

● CHEMMANUR INTERNATIONAL GROUP (INDIA) | ACCOUNTANT *Apr 2021 to Dec 2021*

Key responsibilities:

- Recording all financial transactions accurately and timely
- Performing bank reconciliation regularly
- Managing and reconciling petty cash transactions
- Reconciling accounts payable and accounts receivable
- Assisting with quarterly, monthly and annual financial closing procedures
- Ensuring timely and accurate bank payments
- Providing daily and monthly financial reports to management
- Maintaining accuracy while preparing financial reports, including income statements and balance sheets
- Maintaining basic knowledge of tax regulations, including VAT, and ensuring compliance with local tax laws.
- Managing and monitoring budget and expense reports
- Conducting financial analysis to identify trends and opportunities for improvement
- Maintaining accurate and up-to-date financial records and documentation
- Collaborating with other departments or external stakeholders to ensure financial goals are met
- Managing payroll processing and ensuring compliance with payroll laws and regulations

● GARUDA GROUP (INDIA) | GENERAL ACCOUNTANT *Feb 2020 to Apr 2021*

Key responsibilities:

- Developing and implementing accounting policies and procedures to ensure accuracy and consistency
- Managing and maintaining financial databases and systems
- Monitoring and managing cash flow to ensure the availability of funds when needed
- Ensuring compliance with financial reporting requirements, such as GAAP (Generally Accepted Accounting Principles)
- Reviewing and analyzing financial statements to identify areas of improvement or concern
- Communicating financial information to non-financial stakeholders in a clear and concise manner

ACHIEVEMENTS

- Developed and implemented a comprehensive budgeting process for the company, resulting in better visibility into financial performance and improved decision-making by management
- Developed and maintained strong relationships with key stakeholders, including clients, vendors, and internal departments
- Prepared financial statements and reports that were accurate, timely, and in compliance with accounting standards
- Conducted account reconciliations to ensure that all transactions were properly recorded and accounted

SOFT SKILLS

- MS Office: A suite of productivity software including Word for word processing, Excel for spreadsheet creation and data analysis, PowerPoint for presentations, and Outlook for email management
- Peachtree : Understanding of its interface, setup and customization, data management, navigation, chart of accounts, transaction recording, security, updates and upgrades, troubleshooting, and reporting capabilities
- Tally: A popular accounting software used for bookkeeping, inventory management, and financial reporting
- Data Entry : Data entry skills for accountants include accuracy, speed, organization, software knowledge, and effective communication, which are all essential for efficiently managing high-volume workloads

LANGUAGES

- English
- Malayalam
- Hindi

- Recording and maintaining financial transactions accurately & timely
- Assisting with bank reconciliations and petty cash management
- Preparing and reconciling accounts payable and accounts receivable
- Assisting with quarterly, monthly and annual financial closing procedures
- Ensuring timely and accurate bank payments and deposits
- Preparing basic financial reports such as balance sheets, income statements, and cash flow statements
- Assisting in the preparation of tax returns and ensuring compliance with tax laws
- Conducting financial analysis and reporting on trends and performance metrics
- Managing and maintaining financial databases and systems
- Providing support for audits and other financial reviews
- Participating in special projects or initiatives to develop accounting skills and knowledge
- Communicating with other departments to provide financial information and support
- Developing and maintaining a basic understanding of accounting principles and practices

● SRI VINAYAKA RESTAURANT (INDIA) | FINANCE ASSOCIATE *Jun 2018 to feb 2020*

Key responsibilities:

- Assisting in the preparation and analysis of budgets
- Processing and recording payroll transactions
- Preparing journal entries and account reconciliations
- Assisting in the preparation of financial statements and reports for internal and external stakeholders
- Collaborating with other team members to identify and implement process improvements
- Maintaining accurate and up-to-date financial records and documentation
- Participating in training and development opportunities to enhance accounting knowledge and skills
- Supporting the month-end and year-end closing processes
- Preparing and filing various government reports, such as sales tax or payroll tax returns
- Assisting with the analysis of financial data and the development of recommendations for business decisions

PROFESSIONAL SKILLS

- Proficiency in accounting software and financial management tools
- Strong analytical and problem-solving skills
- Attention to detail and accuracy in data entry and record keeping
- Ability to communicate financial information to both technical and non-technical stakeholders
- Knowledge of tax laws and regulations
- Familiarity with financial reporting standards (e.g. GAAP, IFRS)
- Experience with budgeting and forecasting
- Understanding of internal controls and risk management
- Strong interpersonal skills for building relationships with clients and colleagues
- Continuous learning and staying up-to-date with industry developments and trends
- Ability to analyze financial statements and identify areas for improvement
- Ability to manage multiple tasks and deadlines effectively