



SANTHOSH KIZHAKUMKARA

AUDIT ASSISTANT, ACCOUNTS EXECUTIVE

CARRIER OBJECTIVE

Seeking challenging position in the field of accounting and auditing with opportunities for carrier development and utilizing my skill to contribute towards company efficiency

PROFILE

- Qualified and organized professional with experience in accounting system and practice.
- Strong analytical and problem solving skill with ability to make well thought out decision
- Trustworthy and customer oriented.
- Effective of multitasking and resourceful in the completion of project.

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santhoshkizhakkumkara@gmail.com

Diera , Dubai UAE

LANGUAGE

- English
- Hindi
- Malayalam
- Tamil

EXPERIENCE

AUDIT ASSISTANT

Pavithran And Murali Chartered Accounts Calicut Kerala India (July 2022 to May 2023)

- Physical verification of cash balances, cash vouchers and updating of cash book.
- Verification of bank transaction.
- Verification of bank reconciliation statement
- Conduct physical verification of stock and report any shortage excess damage of stock items
- Verification of monthly GST payment, TDS, TCS and reconciliation.
- Verification of purchase and sales invoice
- Petty cash verification
- Monitoring and calculating the payments of overtime and other allowance given to employees as per the rules and regulations of the company
- Verify the performance of the company and evaluating the accounting procedures
- Monitoring the balance of sundry debtors and creditors.
- Conduct physical verification of fixed assets and fixed assets register.

ACCOUNTS EXECUTIVE

Sajinnovative Professional Accounting Services and Tax consultant –Kannur, Kerala India (August 2022 to June 2023)

- Accounting of various entities
- Gst registration, filing, monthly GST return filing
- annual reconciliation
- Journal entry posting and book keeping
- Bank reconciliation
- Using Tally Prime for updating all accounting work

PERSONAL PROFILE

Full Name: Santhosh Kizhakumkara

Date of Birth: 10th of May 1986

Nationality: Indian

Gender: Male

Passport Number: M4034865

Visa Status: Visit Visa Valid up to 14.09.2023

DECLARATION

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

CASHIER

Al Dahab Exchange Abudhabi (March 2018-April 2022)

- Providing quality customer service and ensuring customer satisfaction.
- Accept cash and check for remittance such as Xpress or bank services.
- WPS Processing
- Buying and selling all major country currencies wholesale and retail.

BRANCH SUPERVISOR

City Exchange LLC Dubai (October 2011 to November 2017)

- Supervising the Staff.
- Organizing and monitoring the work.
- Provide quality service to customers.
- Maintain cash orders and balancing branch cash.
- Promoted branch sales of key products and service WPS Processing

AWARDS AND TRAINING

Anti-Money Laundering / Countering the Financing of Terrorism (AML\CFT)

EDUCATIONAL QUALIFICATIONS

Master of Commerce (M.Com 2009-2011)

Bachelor of Business Administration (BBA 2004-2007)

COMPUTER PROFICIENCY

- Certification in SAP FICO S/4HANA
- Certification in G-VAT, Diploma in Computerized Office Accounting (Tally, MS Office, MS Excel)
- Knowledge of using various software in money exchange field

REFERENCE

- Mr. P.Pavithran Chartered Accountant, Kerala, India (Mob: 91-9447229424)
- Mr. C.P. Radhakrishnan, Chartered Accountant, Kerala, India (Mob: 91-9447538478)
- Mr. Sajith Kumar, Professional Accountant and Tax consultant, Kerala, India (91-7904486591)