



ARUN G



+971 58 167 3307



vaagaaa2007@gmail.com



Dubai – UAE.

SKILLS:

- Excellent selling, negotiation and communication skills.
- Prioritizing time management and organizational skills.
- Ability to create and deliver presentations tailored to the audience needs.
- Relationship management skills and openness to feedback.
- Taking responsibility (such as seriousness and discipline).
- Ability to adapt to difficult or changing circumstances
- Possess the ability to self-motivate
- Excellent oral and written communication skill in more than one language
- Basic computer skills such as word and excel.

EDUCATION

M. Com | MG University
(2010-2012)

B.Com |
Kerala University (2006-2009)

TECHNICAL KNOWLEDGE

MS Office Tools including Outlook
Tally ERP9
PEACHTREE (Foreign accounting
package)

LANGUAGES

English, Hindi, Tamil & Malayalam

PERSONAL DETAILS

Date of Birth : 14/03/1989
Gender : Male
Nationality : Indian
Marital Status : Married

PASSPORT DETAILS

Passport Number: S2024104
Date of issue : 25/04/2018
Date of Expiry : 24/04/2028
Visa Status : Visit Visa

OBJECTIVE

Seeking a career with a progressive organization where I can utilize my skills, knowledge and experience in a challenging role that allows for advancement and growth.

EXPERIENCE

DARWISH TRAVELS BUREAU, DOHA - QATAR (2014-2017) ACCOUNTANT cum CASHIER

- Payment of bills and recording and accounting for receipts and maintenance of records of all transactions on excel spreadsheets.
- Daily reconciliation of cash and receipt boxes and recording this on excel spreadsheet.
- Depositing money and cheques in the bank regularly and maintain good relationship with bank staff. Pay and account for claims to staff.
- Processing payroll, cash advances, staff claims, and daily entry of receipts including cash, debit memos, advances and bank transfers.
- Daily checks and reconciliation of cash boxes and unbanked receipts and weekly bank reconciliation checks.
- Maintenance of the payment sequence and accounts department filing system and file store.
- Monitoring and reporting exchange rates.

LOGON SERVICES, KERALA – INDIA

(June 2017 – June 2018, Dec 2021 – June 2024)
ACCOUNTANT

L&T MICRO FINANCES, KERALA - INDIA (July 2018 – Sept. 2021) ML Officer (ACCOUNTS)

STUDENTS STUDY CENTRE, KERALA - INDIA (June 2012 – June 2014) ACCOUNTANT

ANANTHAPURI HOSPITALS and RESEARCH INSTITUTE, KERALA - INDIA (May 2009 – January 2010) ACCOUNT EXECUTIVE

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents

DECLARATION:

I here declare that the above-mentioned statement is correct & true to the best of my knowledge & belief.

ARUN G