



EDUCATION

BACHELOR OF COMMERCE (B.Com.)  
| 2018 - 2021

- Kerala University

COMMERCE WITH COMPUTER  
APPLICATION | 2016 – 2018

- Board of Higher Secondary Examination, Kerala, India

SSLC | 2016

- Board of Public Examination, Kerala, India

COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★ ★
Tally Prime	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★

DRIVING LICENSE

Driving License Category

Valid UAE Driving License

PROFESSIONAL SUMMARY

Experienced Accountant with over 5 years in financial management and accounting roles. Proven track record in managing financial records, filing tax returns, preparing financial statements, and performing reconciliations. Adept at using accounting software such as Tally Prime and Excel for efficient financial data processing and reporting. Demonstrated ability to support strategic decision-making through timely and accurate financial analysis. Committed to maintaining compliance with regulatory standards and enhancing operational efficiency.

WORK EXPERIENCE

ACCOUNTANT | PURCHASE EXECUTIVE  
MAY 2024 – PRESENT

TRANS ATLAS MARINE SERVICES FZC ,  
SHARJAH,UAE

- Entered sales and purchase invoices into Tally software efficiently.
- Developed and maintained a network of Relationships with Shipping Companies and Vessels Arriving at UAE Ports offer Ship Supplies And Services.
- Ensured Timely Delivery of Essential Provisions, Spare parts and Safety Equipment Required For the Vessels Operations
- Taking Quotations from different suppliers, Purchasing & Supplying Items to the Vessels As per the Requisitions
- Build and Maintain Relationships with Ship Owners, Managers, And Operators to Understand Their needs and Provide tailored Solutions.

ACCOUNTANT | 10 Aug 2022 – 14 May 2024  
DEVI PHOSPHATES, INDIA

- Managed financial records and transactions for Devi Phosphates, ensuring accuracy and compliance with regulatory standards.
- Completed monthly GST tax returns promptly and accurately, adhering to regulatory guidelines.
- Recorded and processed journal entries meticulously to maintain precise records of business transactions. Maintained updated accounts receivable, handled invoice issuance, and oversaw accounts payable, conducting routine reconciliations for accuracy.

## LANGUAGES

English	<div></div>	100 %
Malayalam	<div></div>	100 %
Hindi	<div></div>	85 %
Tamil	<div></div>	85 %

## INTERESTS



Music



Travelling



Reading

## AREA OF INTEREST

- Accounting
- Banking
- Finance
- Auditing and Analysis
- Organizational Management
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## ACCOUNTS EXECUTIVE | 20 Jun 2019 – 31 Jul 2022 SREEKAMALA SAI, INDIA

- Filed monthly tax returns accurately and on time.
  - systematically.
  - Entered sales and purchase invoices into Tally software
  - efficiently.
  - Updated bank transactions in the accounting software regularly.
- Provided customers with timely and relevant information updates.
  - Utilized Microsoft Excel extensively over a long period for various financial tasks and data management.

## PERSONAL STRENGTHS

**COMMUNICATION** - Interpersonal skills – verbal, problem solving, and listening skills in any administrative role.

**SERVICE** - Having a client-focused approach skills include patience, attentiveness and positive language.

**ORGANIZATION** - Helping others, and organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.

**MANAGEMENT**- Management skills to direct others and review other's performance.

## PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 26/03/2000
Nationality	: Indian
Marital Status	: Single

## PASSOPRT DETAILS

Passport Number	: B9525351
Passport Expiry	: 03/01/2034
Place of Issue	: Cochin

## DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

**ARUN S**