

LALKRISHNAN.A.B

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Career Objective:

I am writing this to introduce myself and also to apply for the Finance & Accounts related opportunities. I'm **LALKRISHNAN AB**, I completed my Post graduation in **MBA (Finance & HR)** from Visvesvaraya Technological University from INDIA and also I did graduation in **BCOM (Finance)** under University of Calicut from INDIA. I have 5+ years' experience (**3 years in UAE**) in Different exposure companies Finance department and am currently working as a **Junior Accountant at KIDDY ZONE (Retail Toys Shop) Abu Dhabi**. I possess a powerful combination of proven ability, expertise, solid communication skill and extensive hands on experience. I can work well under pressure, a reliable and carry out tasks in a thorough and precise manner. Indeed, with my present employer I have the distinction of an individual who is energetic, hardworking and effective.

Work Experience

Company : **Kiddy Zone**
Designation : **Junior Accountant**
Period : **09.12.2019 to Present**

- ✚ Accounting work up to Finalization :- (Day books, Trial balance, Profit & Loss Account and Balance sheet)
- ✚ Passing & posting of all **Accounts Payable & Receivable** entries.
- ✚ **Bank Reconciliation** for Day-to-Day Bank Transactions
- ✚ Quarterly VAT Filing & Support Yearly Audit
- ✚ A good Working Knowledge of the ERP Software's Like **Microsoft Dynamics Nav & Tally ERP**
- ✚ Day to day works – All Entries (Payments, Receipts, Deposits, Invoices, Vouchers, Petty Cash, Quotations, Journal, Prepaid & Postpaid entries)
- ✚ Posting Sale for Five stores and Passing Cash & Card Entries daily basis.
- ✚ Daily Reconciliation of Cash, Card and other Financial Transactions.
- ✚ Handling & monitoring **PDC & CDC**.
- ✚ Preparation of Supplier Payments & Vendor Account Reconciliation
- ✚ Preparation of **Payroll, Leave Salary, Gratuity**, Overtime Calculation & WPS transferring.
- ✚ Preparation and review of Accounts receivable & reconciliation
- ✚ Reconciliation of **Intercompany ledger** Accounts
- ✚ A good Knowledge about Advanced Excel Functions Like – **Pivot Table, Vlookup & Hlookup**.
- ✚ **GST, VAT payment & returns, E-Filing**.
- ✚ Direct Reporting to Senior Accountant & Finance Manager.

Work Experience

Company : **SBJ ASSOCIATES GURUVAYOOR**
Designation : **Assistant Accountant**
Period : **August - 2017 to November - 2019**

- + Passing & posting of all Accounts Payable & Receivable entries.
- + Bank Reconciliation for Day-to-Day Bank Transactions
- + Handling of bank receipts & Payments
- + Preparing draft letters to bank for transfer of funds and other transactions
- + Communication with Bank for transfer of funds to subsidiary companies & other issues
- + Prepare all final reports (Income, expense, Purchase, Sales, Inventory, Payrolle etc.,)
- + Monthly sales reports, Debtors reports & Product wise sales report. Corporate document maintenance
- + Processing employee expenses
- + Receiving and storing invoices
- + Managing income and expenditure accounts
- + Support month-end and year-end close process
- + Managing Petty cash transactions.
- + Receiving and processing all invoices, expense forms & request for payment.
- + Age wise outstanding
- + Creditors account reconciliation & issuing cheques
- + Follow up with customers for prompt receipts and raising the invoices and bills
- + GST, VAT payment & returns, E-Filing.

Academic Qualification

- + **MBA – Finance & HR**
Visvesvaraya Technological University, SAIT, Bangalore
- + **Degree – B.Com Corporation:** Calicut University, Wisdom College, Pavaratty
- + **Higher Secondary education**
Board of Higher Secondary Examination, Kerala, India
- + **SSLC:** Board of Secondary Education, Kerala, India

Computer Knowledge

- + **Microsoft Dynamics NAV**
- + **Tally ERP 9**
- + **Advanced Excel**
- + **MS Office**
- + **SAP Accounting**
- + **Tally Prime**
- + **Quick Book**
- + **Outlook**
- + **Peachtree**

Skills & Strengths

- ✚ Excellent command of English, Hindi, Malayalam and Tamil
- ✚ Proficient computer literacy
- ✚ Good in multi-tasking and leadership skills
- ✚ Self- Presentation and communication skills
- ✚ Tact and diplomacy to deal with difficult situation
- ✚ Excellent attention to detail
- ✚ Good time management
- ✚ Good problem solving skills
- ✚ Analytical thinking
- ✚ Relationship building skills

Hobbies & Interests

- ✚ Travelling and Exploring New Places
- ✚ Playing Sports – Football, Volleyball, Cricket etc.
- ✚ Going For A Long Drive In Bikes
- ✚ Watching Adventure And Horror Movies
- ✚ Fishing
- ✚ Playing Cards
- ✚ Listening Music

Passport Details

Passport Number : N 2605660 (INDIA)
Date of Issue : 08/09/2015
Date of Expiry : 07/09/2025
Place of issue : Cochin
Visa Status : Employment Visa (Notice Period: 30 Days)

Personal Details

Nationality : Indian
Date of Birth : 22/03/1995
Marital Status : Single
Father's Name : Balakrishnan
Address : Villa No: 40
Mushrif, Behind Mushrif
Mall Abu Dhabi, UAE
Po Box: 111238

Declaration

I hereby declare that above given particular are true and correct to the best of my knowledge and I assure of doing my best for the progress of your well esteemed company once selected.

Thanking you,
Yours Truly,

LALKRISHNAN.A.B