



# BABULU PV

## ACCOUNTANT

### PERSONAL SUMMARY

Highly motivated and **Experienced accountant with seven years** record in business bookkeeping, tax accounting and financial management, reputation for investigating and resolving issues and constantly striving for process improvement. As well as proficient with wide variety software application including TALLY,B2B,OUTLOOK and custom accounting software.

Looking for a suitable developer position with an ambitious & exciting company.

### WORK EXPERIENCE

**STARWELL ARABIA TRADING Co– Dammam, Saudi Arabia**  
ACCOUNTANT June 2017 - Present

Responsible for the full range of financial reporting carried out within all the various departments within the company.

#### Duties:

- General A/c related work such as preparation of vouchers, passing journal entries and transaction
- Quarterly vat return fling
- Vender Reconciliation Statement.
- Client Reconciliation Statement.
- Stock Reconciliation Statement.
- Bank and Cash Book Reconciliation Statement.
- Client & Vender Interaction & making follow-up for Payments.
- Making Reports as per Management Requirement.
- Follow Up with Local Bank for Banking Transaction.
- month end closing work
- Handling trail balance and ledger account
- Prepare daily and weekly reports on customer attitude

**ALHIND TOURS AND TRAVELS PVT Ltd– Kerala, India**  
ACCOUNTS ASSISTANT June 2014 - April 2016

Responsible for the financial operations within the organization. Main duties included:

#### Duties:

- Accounts payable and receivable
- Entries of cash Book, Sales Bills & Purchase Bills etc.
- Making Cheques for parties.
- Maintain Ledger for Sales, purchase.
- Making Vouchers & Journal Entries.
- Cash Handling & Preparation of Day Book.

### ACADEMIC QUALIFICATIONS

- Bachelor of Degree in Commerce (B-Com) from University of Calicut in 2014 with 57 % marks (Mode- Full time, Duration- 3 years).

### DECLARATION

I hereby proclaim that all the information furnished above is absolutely true to the best of my Knowledge and believe that nothing has been concealed by me.

Date : 30/07/2022

BABULU

### AREAS OF EXPERTISE

- General Accounting
- Knowledge of weekly payroll, VAT and tax returns and bank reconciliation
- Quickly responding to queries Relating to payable and receivable
- Budgeting & forecasting
- Expense account variance and posting it into the relevant accounting head
- Review and analyze the balance sheet and trail balance account
- Reconciling payments with bills
- Accurately processing with Client, supplier invoices and credit, debit notes.

### TRAINING & ACHIEVEMENTS

- Diploma in international financial accounting (DIFA) from ISIT Computer college
- Accounting Software: - Tally 7.2, 8.1, & ERP 9.0, Peachtree, My OB, QuickBooks
- SAP ERP Finance and controlling

### PERSONAL SKILLS

- Time management
- Goals orientated.
- Good IT systems knowledge and be able to adapt to new procedures quickly.
- Ability to grasp concepts quickly

### PERSONAL DETAILS

Name: BABULU PV

Present Address:K.S.A Dammam

MOB: +966-50 290 1042

K.S.A Driving license 2437868538

E: babulupv@gmail.com

DOB: 19th January 1992

Nationality: INDIAN

Marital Status: Married

Passport No: M6364053

Visa Status: active