
ARJUN K

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PROFESSIONAL SUMMARY

Experienced Financial Accountant with over 5 years in financial reporting and accounting management. Proficient in reconciliation and regulatory compliance. Effective collaborator with strong analytical and organizational abilities, dedicated to delivering thorough insights and support.

WORK HISTORY

Accounts Receivable Accountant, 10/2024 - Current

EMIRATES PARKING LLC - Dubai

- Preparing and sending invoices based on auction results.
- Meeting monthly closing deadlines.
- Monthly share distribution to government authorities.
- Verifying payment details accuracy.
- Resolving customer refunds and posting information to general ledger.
- Reconciliation and preparation of bank accounts.
- Preparing monthly reports.
- Collaborating with sales team to resolve customer issues.
- Working with various government authorities.(RTA, Dubai Police etc.)

General Accountant, 10/2024 - Current

ERA (Emirates Road Assistance LLC) - Dubai

- Maintaining accurate records of all financial transactions.
- Managing accounts payable and receivable.
- Generating, verifying, and processing invoices.
- Conducting regular bank reconciliations.
- Monitoring expenses related to roadside assistance services.
- Preparing and filing VAT returns.
- Maintaining monthly P&L Report and FM reporting.

Accountant (Accounts Payable), 10/2022 - 10/2024

EMIRATES AUCTION LLC - Dubai

- Receiving, reviewing, and verifying supplier invoices.
- Assigning general ledger codes to invoices and entering data into the accounting system.
- Managing the approval process for invoices.
- Preparing and processing vendor payments.
- Maintaining organized records of all financial transactions and invoices.
- Reconciling supplier statements with the company's accounts payable records.
- Generating accounts payable reports and reconciliations.
- Assisting with compliance and audit requests.
- Organizing and filing financial documents.
- Doing Overseas accounting in Bahrain & Egypt.

General Accountant, 10/2020 - 10/2022

HAPPYWAY GAS TRADING LLC - Ajman

- Recording company expenses, purchases, and materials delivery.
- Preparing monthly General Ledger Variance reports.
- Preparing monthly customer and vendor ageing reports.
- Assembling and reviewing invoices for payment.
- Maintaining petty cash records and documentation.
- Reconciliation of bank accounts.
- Following up on receivables collection and payables processing.

Assistant Accountant (Internship), 01/2018 - 04/2018

BPG GROUP - Dubai

- Processing high-volume invoices.
- Handling general ledger postings and reconciliation.
- Assisting with annual audit preparation.
- Communicating with suppliers for invoice reconciliation.
- Maintaining accurate documentation for financial department procedures.

SKILLS

- | | |
|--------------------|--------------|
| • Microsoft Office | • SAP |
| • Peachtree | • Admin |
| • Neosys | • QuickBooks |
| • Tally ERP 9 | |

EDUCATION

CMA USA
USA (IMA)-pursuing

ACCA (F1 to F4)
ACCA-UK-pursuing

M.Com
University of Annanmali

B.Com (86%)
Calicut University (2017)

Plus Two (12th Standard)
Board of Higher Secondary Examination

SSLC
ICSE (Indian Certificate of Secondary Education)

LANGUAGES

English:

Malayalam:

Hindi:

PERSONAL DETAILS

Date of Birth / Age: 30-01-1996 / 28 years

Marital Status: Single

Gender: Male

Passport: Y3111725

Nationality: Indian

Visa Status: Employment Visa

Religion: Hindu