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# ARJUN K

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## PROFESSIONAL SUMMARY

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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.

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## WORK HISTORY

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**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.

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## SKILLS

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

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## EDUCATION

**CMA USA  
USA (IMA)-pursuing**

**ACCA (F1 to F4)  
ACCA-UK-pursuing**

**M.Com  
University of Annamali**

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

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

**SSLC  
ICSE (Indian Certificate of Secondary Education)**

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## LANGUAGES

**English:**

**Malayalam:**

**Hindi:**

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## 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