



ARUN KR

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Kerala, India

EDUCATION

Accounts Service Society

Diploma in Professional Accounting

Kerala, India

2013

Bachelor of Commerce

Kerala University

Kerala, India

2012

Higher Secondary School, GHSS

Kerala State Board, Commerce

Kerala, India

2009

EXPERIENCE

SR Value

Accounts Manager

Nettoor

January 2015- 2022

- Processed company documentation, such as invoices and payment checks using accounting software.
- Managed all purchase orders and monitored company budget by controlling project expenses.
- Performed administrative tasks, including filing, reporting, tagging fixed assets, etc.
- Completed the general ledger with payroll entries.
- Maintained flawless communication with the management.
- Analysed data for accuracy.
- Prepared invoices, expense reports, and payment memos.
- Compiled and analyzed company documentation for accuracy.
- Assisted tax accountants in preparing tax returns and financial statements.
- Implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.

Storekeeper

- Performs duties as assigned incidental to the receipt, storage, issue, transfer of stock.
- Sets up and maintains efficient storage and supply areas as assigned.
- Maintains authorized stock levels and issues materials as required.
- Ordering, stocking, and issuing repair parts, and general supplies; maintaining financial records and accounting systems.
- Reordered raw materials from several different vendors, performed daily analysis reports on all inventory raw and finished good

Key Achievements

- Maintained 100% accuracy of the company monthly financial reports over the course of 7 years
- Ensured good information workflow between tax preparers and management

TECHNICAL KNOWLEDGE

Hardware Skills

- Financial statements
- Payroll
- MS Excel and Access
- Profit and loss
- Accounting Tally

Software Skills

- Communication
- Critical thinking
- Organization
- Multitasking
- Independent worker
- Customer service
- Ability to work in a fast-paced environment