



Karthik Ravindran

Personal profile

I am an all-rounder and well versed in Accounting including Billing Management and Customer Relations with

5 years experience in finance & Accounts Department.

Get in touch!

Mobile: 056 7185935

+919946878261

(home country number)

Email: karrav07@gmail.com

Local Address: Potential
real Estate Building ,behind
ADCB Bank, Burdubai, Dubai

Qualification:

Graduation in **B.COM**
(University of Calicut, Kerala) –
2017

SAP in Business one/Fico.

Tally ERP 9/Prime

Good working knowledge of
Ms Office (excel,
word)

Visa status: visit visa expiring
on 30th May 2023.

Educational

Academic: B.com in the year 2017

Technical: Diploma in SAP IN Business one and SAP in Fico

Technical: Tally ERP 9/ Prime

Work experience

Accountant

Malabar Group, Kerala | Aug 2017 – Dec 2022

- Preparation of item creation and purchase related entries.
- Managed end to end complex accounting activities.
- Preparation of Bank reconciliation statement, income, and expenses statement.
- Responsible for implementing internal procurement strategies to cater to high delivery and short lead time requirements & undertake any other ad-hoc duties as assigned.
- Responsible to source, negotiate and purchase materials from both local and overseas vendors.
- Evaluate vendor's quotation to ensure that they are in line with the technical and commercial specifications required for the project.
- Assist in ISO Annual Performance Review for vendors.
- Handling Monthly journal Entries and Various Ledgers.

Accounts Assistant cum Service coordinator

Alakapuri Residency, Kerala – May 2016 to Apr 2017

Worked as Accounts Assistant in this hotel and restaurant unit and carrying out all kinds of accounting activities including counter collection, purchase and payment entries and also coordinating with Room stayees and Restaurant for billing purpose of foods.

Languages Known – English, Hindi, Malayalam.