




VIVEK MENON


22-08-2000

ACCA AFFILIATE

CONTACT

 [+971585430241](tel:+971585430241)

 801, Al Dana Tower, JVC, Dubai

 vivekmenon3480@gmail.com

SKILLS

- Improved efficiency in MS office
- Certificate in Tally ERP 9
- Good communication - written and oral skills
- Excellent conceptual and analytical capacity
- Effective interpersonal skills
- Teamworking mentality
- Adaptable Critical thinking
- Problem solving ability
- Good social conduct

LANGUAGE

ENGLISH- Fluent

MALAYALAM- Native

HINDI- Basic

HOBBY

READING

FOOTBALL

MUSIC

DECLARATION

I hereby declare that the above information is correct to the best of my knowledge.

PROFESSIONAL OBJECTIVE

A meticulous and organized individual seeking an Audit field position. To work in a challenging professional environment where I can utilize and apply my knowledge and skills to offer quality services to my employer organization where ethical values, teamwork, and overtime work are required which enables my growth along with the organization

EXPERIENCE

INTERN-Level 1 (July 2022 -December 2022)

CHARTERED HAFS ACCOUNTANT

HAFS INTERNATIONAL MANAGEMENT FZE LLC

Business Bay ,Dubai,UAE

- VAT filing and documentation
- Stock Audit
- Preparation and analysis of Financial statements
- Hands on experience in Zoho books
- Financial statements Quality Review

EDUCATION

**ASSOCIATION OF CHARTERED
CERTIFIED ACCOUNTANTS (ACCA)**
ACCA AFFILIATE

BACHELOR OF COMMERCE-FINANCE(B.COM)
SAHRDAYA COLLEGE OF ADVANCED STUDIES
UNIVERSITY OF CALICUT
(2018-2021)

HIGHER SECONDARY
BHARATIYA VIDYA BHAVAN
THRISSUR,INDIA

PRIMARY
SHARJAH INDIAN SCHOOL