




# VIVEK MENON


22-08-2000

ACCA FINALIST

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## CONTACT

 [+971585430241](tel:+971585430241)

 801, Al Dana Tower, JVC, Dubai

 [vivekmenon3480@gmail.com](mailto: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)**

PART QUALIFIED -(CLEARED 12/13)  
(WAITING FOR 13TH PAPER RESULT)

**BACHELOR OF COMMERCE - FINANCE**

**Sahrdaya College Of Advanced Studies**  
University Of Calicut  
(2018-2021)

**HIGHER SECONDARY**

**BHARATIYA VIDYA BHAVAN-**  
THRISSUR,INDIA

**PRIMARY**

**SHARJAH INDIAN SCHOOL**