



LINU MOL K.C

Accountant



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kclinumol@gmail.com



Dubai-UAE



EDUCATION

Bachelor of Commerce (B.Com)

Bharathiyar University, Coimbatore

2016-2019

CA.CPT

2014



LANGUAGE

- Hindi
- English
- Malayalam



PERSONAL DETAILS

- Nationality : India
- DOB : 09/01/1995
- Martial Status : Married
- Visa Status : Visit Visa



REFERENCE

MR. PRAVEEN BHATI

Accounts Head
Yatharth Hospital
+91 8800797922



PROFILE

I am a results-driven Accounts Executive with over 4 years of professional experience in accounting. I am currently seeking a dynamic and challenging role where I can leverage my skills and expertise to make a substantial contribution to an organization's growth and success.



SKILLS & EXPERTISE

- Proficient in general accounting and auditing principles.
- Well-versed in **Tally, Payroll systems, and MS Office.**
- Experienced in filing returns for GST and Income Tax, ensuring compliance with regulatory requirements.
- Skilled in performing bank reconciliations to maintain accurate and up-to-date financial records.
- Communication
- Time Management and Organization skill



WORK EXPERIENCE

Accounts executive

2021- 2023

Yatharth Super Speciality Hospital- Noida Extension

- Led the procurement process for medicines, inventories, consumables, and assets.
- Conducted meticulous reconciliation of purchases with the Hospital Management System (HMS).
- Ensured accurate reconciliation with the GST portal and timely filing of returns.
- Managed vendor reconciliations and streamlined payment processes.
- Proficiently prepared comprehensive financial statements.
- Played a key role in monthly, quarterly, half-yearly, and annual closings.

Account Clerk

2017 - 2018

KJ Joseph & Associate- Kanjirappally, Kerala

- Supported statutory audit assignments for leading companies, ensuring compliance with best practices and client requirements.
- Conducted audits of financial statements for diverse legal entities, including proprietorship, partnership companies, cooperative societies, and trusts.
- Prepared income tax returns and managed tasks related to Goods and Services Tax (GST).
- Maintained an Account Payable log, consistently inputting data to keep records of incoming payments up-to-date.