



# ABY K BABU

## ACCOUNTANT

Individual with more than 4 years of experience working as an accountant, store keeper and sales executive for the year. Highly skilled at creating new relationships and maintaining strong customer relations to generate repeat business. In-depth knowledge of effective sales, accounting strategies, exceptional computer skills, analytical thinker with the ability to perform well under pressure. Goal- and team-oriented, with strong leadership skills and a commitment to team quotas. To work with a reputed organisation that allows me to utilise my experience and knowledge to the maximum and to contribute to the growth of the organisation and grow with it.

### PERSONAL DETAILS

Mobile No 0567823087  
Email ID abin9009@gmail.com  
Address Keppadayil (H)  
Payyanadam P O  
Mannarkkad, Palakkad,  
  
Kerala, India  
Nationality Indian  
D.O.B 1<sup>th</sup> May 1991  
Gender Male  
Marital Status Married

### ACADEMIC CREDENTIALS

2018 **B.com**  
Kamaraj university, Madurai  
  
2008 **Plus Two**  
Higher Secondary Education Kerala  
  
2006 **SSLC**  
Public Examination Kerala

### COMPUTER PROFICIENCY

- Tally
- MS Excel
- MS Word

### LANGUAGES KNOWN

- English
- Malayalam
- Hindi
- Tamil

### KEY SKILLS

- Decision Making
- Finance skills
- Communication Skills
- Analytical Skill
- Management skills
- Computer skills
- Problem solving
- Customer Service
- Accounting knowledge
- Strategic Planning
- Data entry
- Problem Solving Skills

### EXPERIENCES

❖ **ACCOUNTANT | 23 Mar 2022 TO 15 JULY 2023**  
**Mother care and health centre pvt ltd (Mother care hospital)**

#### KEY RESPONSIBILITIES

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations
- Monitoring the efficiency of existing accounting procedures and ensuring they comply with the government regulations
- Reviewing financial documents to resolve any discrepancies and irregularities
- Reconciling already documented reports, statements and various transactions
- Cooperating with auditors in preparing audit reports

❖ **STORE KEEPER | 2018 TO 2021**  
**KUWAIT**

#### KEY RESPONSIBILITIES

- Assign them daily tasks
- Maintain product inventory
- Counted, weighed and measured goods received or issued.
- Opened, time - stamped, separated and distributed incoming mail.
- Unloaded materials from trucks by hand or with motorized equipments
- Maintain inventory records by adding or deleting items as they are issued or received.

## PASSPORT DETAILS

Passport No P4074239

Visa type Visiting

Date of Issue 19.07.2023

Date of Expire 18.09.2023

## LICENCE DETAILS

Licence No 50/842/2012

Date of Expire 21.02.2038

## INTERESTS



Music



Reading



Travelling

- Determines proper floor and shelf location for supplies.
- Keeping a record of sales and restocking the store accordingly.
- Managing and training store staff.
- Planning promotional campaigns for new products or specials.
- Ensuring that the store is kept clean and organized.
- Mediating any confrontations between staff and clients, and de-escalating the situation.
- maintain a neat, clean and safe working environment as per government regulation
- manage the store layout
- supervise other staff members and keep a record of sales
- receive, upload and shelf all supplies
- perform stock related duties like returning, packing, labelling and pricing goods

❖ **SALES EXECUTIVE 2017 TO 2018**  
**popular mega motors**

### KEY RESPONSIBILITIES

- Meeting with clients virtually or during sales visits
- Demonstrating and presenting products
- Establishing new business
- Maintaining accurate records
- Attending trade exhibitions, conferences and meetings
- Reviewing sales performance
- Negotiating contracts and packages
- Working towards monthly or annual targets.
- Set up meetings with potential clients and listen to their wishes and concerns
- Prepare and deliver appropriate presentations on products and services
- Create frequent reviews and reports with sales and financial data
- Ensure the availability of stock for sales and demonstrations
- Participate on behalf of the company in exhibitions or conferences
- Negotiate/close deals and handle complaints or objections
- Collaborate with team members to achieve better results
- Gather feedback from customers or prospects and share with internal teams

## DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

**ABY K BABU**