

ADARSH AS



CONTACT

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- UAE, DUBAI DEIRA

EDUCATION

- M COM (INTERNATIONAL BUSINESS) - 2020**
IGNOU - INDIRA GANDHI NATIONAL OPEN UNIVERSITY
- B COM CO - OPERATION - 2018**
KERALA UNIVERSITY
- PDCFA - (PROFESSIONAL DIPLOMA IN COMPUTERISED FINANCIAL ACCOUNTING) - 2019**
KERALA RUTRONIX
- POST GRADUATE DIPLOMA IN INTERNATIONAL BUSINESS OPERATIONS - 2020**
IGNOU OPEN UNIVERSITY

ACHIEVEMENTS & AWARDS

- Certifications in Fundamentals of Computer And OS Office Suite Accounting (Tally with GST, Peachtree & QB)

DIGITAL SKILLS

- MS Excel, Word
- Tally ERP 9 Software

PROFESSIONAL SUMMARY

Experienced professional in the FMCG sector with a strong background in accounts, sales, and warehouse management. Skilled in handling financial records, processing invoices, and supporting sales operations for improved performance. Efficient in managing inventory, coordinating dispatch, and ensuring smooth warehouse workflows. Focused on accuracy, timely reporting, and contributing to overall operational efficiency and business growth.

EXPERIENCE

JUNIOR SUPERVISOR (2022 - 2025)

MILMA FMCG INDUSTRY

- Supervised daily sales, accounts, and production activities to ensure smooth operations.
- Monitored inventory levels and coordinated with the warehouse team for timely stock management.
- Assisted in processing and verifying sales invoices, payments, and financial records.
- Ensured compliance with quality and safety standards in production processes.
- Coordinated between departments to improve workflow and operational efficiency.
- Managed order dispatch, stock entries, and warehouse documentation accurately.
- Provided support in tracking sales performance and preparing basic sales reports.

JUNIOR ACCOUNTANT

(2019 - 2021)

ALEESHA TRADERS

- Maintained daily financial records, including invoices, receipts, and payment vouchers.
- Assisted in preparing monthly, quarterly, and annual financial reports.
- Handled accounts payable and receivable, ensuring timely and accurate transactions.
- Reconciled bank statements and resolved discrepancies promptly.
- Supported the sales team by generating invoices and maintaining accurate sales transaction records.
- Supported the preparation of tax filings and compliance with financial regulations.
- Managed inventory records and coordinated with suppliers for billing accuracy.
- Used accounting software to update ledgers and generate financial data reports.

PROJECTS

GRAMASEVAKAN (MGNREGA)

- Mahatma Gandhi National Rural Employment Guarantee Act
- Survey conducted for data entry in various levels of peoples in alayamon garama panchayath
- Entered daily field reports and customer data into system accurately
- Maintained and updated inventory and attendance records
- Helped prepare summary reports for supervisors and accounts department

PERSONAL DETAILS

- Date of Birth : 16/04/1997
- Nationality : Indian
- Gender : Male
- Marital Status : Single
- Passport No : S 5154835
- Visa Status : Visit Visa

LANGUAGES

- English
- Malayalam

FIELD ASSISTANT

- A study on the role of co operative bank among public with special reference to elampal service co operative bank.
- Familiarity with Mobile Data Apps
- Customer Service & Communication

SKILLS

- Accounting & Billing
 - Invoice Processing
 - Accounts Payable/Receivable
 - GST & Taxation Basics
 - Financial Reporting Basics
 - Data Entry & Record Keeping
 - Inventory & Warehouse Management
 - Sales Coordination
 - Field Visits & Daily Reporting
 - Document Verification & Filing
 - Customer Service & Communication
 - Bank Reconciliation Statement (BRS)
 - Trial Balance Preparation
 - Analytical & Problem-Solving Skills
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