



AJOY K P

ACCOUNTANT

To obtain a position which allows me to utilize my managerial, administrative and organizational skills to promote growth and foster professional development

- ERP System Knowledge
- Bank Reconciliation
- Accounts Payable & Receivable
- UAE Experience
- Communication
- Budgeting

Contact

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Education

2014

MBA

Calicut university, India

2011

B Com

Calicut university, India

Expertise

- Tally ERP
- Quadra
- FACTS
- Xero
- ERP Next
- MS Office
- Data Analysis
- Corporate Banking

Language

English

Hindi

Malayalam

Experience

April 2022 - October 2024

Hilite Holdings Pvt Ltd Kerala India

Accountant

- Reconcile statements of group of companies
- Coordinate with other team members and arranging meetings for the reports
- Processing Tax payments and return filing
- Tracking and processing internal and external payments
- Communicate with management regarding profitability, sales, Budgeting achievements etc. and provide report.
- Preparing Management Information System (MIS Reporting) along with various schedules
- Ensuring timely Bank payments and statutory payments
- Maintain records of Vouchers, Statements, Statutory reports etc.
- Verify asset and liabilities by comparing items to documentation.
- Manage accounts receivable
- Audit financial transactions and documents

Nov 2020 - April 2022

Orbiz Group of Companies Kerala India

Accounts Officer

- Updating Bank position statements and Bank Reconciliation Statements.
- Reconcile Accounts payable and receivable.
- Prepare Asset Liabilities and Capital Account Entries.
- Communicate with Manager and Directors on work status.
- Audit related works as per instructions.
- GSTR 2A Reconciliation.
- Updating Import purchases and Local purchases.
- Updating Sales / Website sales and provide HSRP, VLTD, Safeguard, Signboard, Machines invoices.
- Communicate with Sales and Marketing teams.
- Handling Petty cash and Update register.
- Generating E Way bills.
- Updating Creditors Payment.
- Updating Production Entries and Stock details.
- Arranging branch to branch invoicing.
- Provides financial information to management by preparing reports.

June 2018 - Jan 2020
Euroblast Middle East LLC Dubai UAE

Assistant Accountant

- Updating Payment & Receipt Register, bank position statements, daily bank control statements.
- Prepare bank payments and other suppliers payments.
- Answer suppliers / customer's calls for payments or any other matters.
- Preparations of petty cash bills and update the register.
- Monthly bank reconciliations.
- Posting purchase vouchers and costing sheets.
- Assisting for the finalization of Accounts and carryout the related works assigned by the chief accountant.
- Audit related works as per instructions

Sep 2015 - Dec 2017
Muthoot Fincorp Kerala India

Sr. Executive Audit

- Auditing branch expenses & Multicity claims.
- Calculating and verifying incentives of employees.
- Calculating and verifying Mobile claims of employees.
- Auditing attendance entry discrepancy.
- Rent Verification (possession of new branch).
- Compliance report/tracker.
- Fraud and risk report.
- Store Audit
- Auditing of fixed assets

Nov 2014 - Aug 2015
Kalyan Jewelers Ltd Kerala India

Accounts Supervisor

- Provide customer service by greeting and assisting customers
- Assign sales persons to special duties
- Responding to customer inquiries and complaints
- Monitor sales activities to ensure that customers receive satisfactory service
- Maintain customer account records.
- Keep records of purchases, sales
- Updates reports for management

May 2011 - June 2012
Karvy stock broking Ltd

Relationship Manager

- Terminal dealing of Equities and Commodities
- Research the financial markets
- Consult Investment Analysis
- Report to clients
- Monitor clients' investments

Declaration

The above furnished information is true to the best of my knowledge and belief and can be supported by relevant documents as required