



# AKASH RAVI

Bachelor of Commerce

## Contact

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- UAE

## Educations

### Certificate in Accounting Technician

The Institute of Cost Accountants of India

### Certification in Logistics and Production

### Post Graduate Diploma in Indian and Foreign Accounting

### Bachelor of Commerce

Calicut University - Pursuing

### Higher Secondary Education

Govt of Kerala

## Skills

- Numerical and analytical skills
- Invoice development
- Customs documentation
- Inventory management software
- Distribution management
- Quality assurance
- Attention to detail
- Planning
- Marketing
- Supply Chain Management
- Operations
- Retail
- Manufacturing
- Implementation
- MS Excel

## Technical Skills

- MS Office
- Tally Prime

## Personal Information

Gender : Male  
Nationality : Indian  
Date of Birth : 27/10/1998  
Marital status : Unmarried  
Passport No : V 8567680

## Profile Summary

Motivated and detail-oriented recent graduate with a degree in finance, enthusiastic about launching a career in logistics. Eager to apply my strong analytical skills, coupled with a keen interest in supply chain management. Committed to learning and contributing effectively to streamline operations while ensuring seamless logistics processes.

## Experiences

### ACCOUNTANT

Avas Home

Jan/2021 - Jan/2023

- Implemented rigorous validation processes for cash receiving, payment vouchers, purchase vouchers, sales vouchers, and journal vouchers, leading to a significant reduction in financial discrepancies and streamlined reconciliation procedures.
- Optimized payment voucher processing system, leading to a 20% reduction in payment processing time and ensuring timely vendor payments.
- Maintained meticulous records and documentation for all financial transactions, resulting in smooth and successful audits with zero major findings.
- Identified and implemented cost-saving measures within the voucher management system, resulting in a 15% decrease in operational expenses related to voucher processing.
- Implemented efficient cash receiving procedures, resulting in a 25% improvement in cash flow management and minimized instances of discrepancies.
- Implemented a vendor payment tracking system, ensuring vendors are paid accurately and on time, leading to enhanced vendor satisfaction and improved negotiation terms.
- Ensured accuracy in sales and purchase voucher entries, leading to precise financial reports and aiding in strategic decision-making processes.
- Spearheaded the automation of voucher processing workflows, reducing manual errors by 30% and improving overall departmental efficiency.
- Monitored and ensured compliance with tax regulations and accounting standards, resulting in error-free financial statements and adherence to legal requirements.

## Awards and Achievements

- School leader during Higher Secondary Education
- Volunteer in College events

## Languages

- English
- Malayalam
- Hindi
- Tamil

## Certification and Training

- Certified in Typing with a proficiency certificate. Exceptional skills in typing accuracy and speed. Proficient in various typing techniques.
- Successfully Completed Office Management course