



AKHIL K R

ACCOUNTANT

My Contact

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☎ +971 547495366

📍 Al Nahda 1, UAE

Skills

- Excellent Billing Communication
- Critical and Creative Thinking.
- Leadership and Team Management
- Good Financial Knowledge
- Good Critical Knowledge.

Education Background

- **Master Of Business Management (HRM)**

*Bharathitar University Tamilnadu, India
Post Graduated 2022*

- **Bachelor Of Commerce :**

*Calicut University Kerala, India
Graduated 2019*

- **Higher Secondary School :**

*V.P.M.S.N.D.P.H.S.S
Kazhimbram Kerala, India*

About Me

Analytical result-driven Accounting Professional with an Overall 2+ Years of Indian Experience, adept at maintaining highly accurate account information for a large-scale company. Highly skilled in preparing Reports and Budgets, completing detailed Financial Analyses, and planning strategically for top client services.

Detail-oriented with extensive knowledge of Cash & Record Maintenance and comprehensive Accounts Reconciliations. Proven track record of Financial Administration and Cash Flow Management with proficiency in major accounting software Tally. Cultivate positive relationships with coworkers, clients, and vendors through efficient communication and action-oriented solutions.

Work Experience

AL ZAYAN AUTO SPARE PARTS UMMRAMOL RASHIDHIYA DUBAI

Assistant Accountant

March 2023 - June 2024

Key responsibilities:

- Reconciliation of bank accounts & reconciliation with debtors creditors, cash and credit card transactions.
- communicate and follow up on banking transactions.
- Preparation of Daybook
- Invoice posting
- Monitor all documents are properly filing, binding and keeping.
- Authorization of all bank and cash payments on daily basis
- Manage all transactions
- Reconcile Account Payable (AP) and Account Receivable (AR)
- Cheque Posting and Cheque Clearing
- Petty cash handling and Maintaining cash book.
- Ensure all filling is done in a timely and accurate manner.
- Receive and process all invoices, purchase orders, expense forms and payment requests.
- Reply to all query by Internal and External auditors.
- Scrutiny of Ledgers & Reconciliation of all control accounts

Driving License :

- Valid Indian Driving License

Visa Status :

- UAE Job Visa

Vaccination Status :

- 2 Dose Covishield Vaccinated
- Vaccinated From India.

Core Competencies :

- Financial Planning & Strategy
- Cost Reduction Strategy
- Monthly & Year End Closing
- Statement Review & Bank Reconciliation.
- Budgeting and Forecasting

Computer Skills

- Dotnet
- Tally ERP
- MS Office Packages
- Basic Computer Operations

Languages :

- English
- Hindi
- Malayalam

MANAPPURAM AGRO FARM LIMITED

Accountant

May 2020- Aug 2022

Key responsibilities:

- Preparation of Daybook
- Reconciliation of bank accounts
- Scrutiny of Ledgers & Reconciliation of all control accounts
- Manage all transactions
- Reconcile Account Payable and Receivable
- Invoice Posting
- Ensure all filling is done in a timely and accurate manner.
- Petty cash handling and Maintaining cash book.
- Authorization of all bank and cash payments on daily basis

Training & Certification

- Accounting Package: Tally, Peachtree.
- Dotnet (Manappuram Group developed internal software)
- System Operating Packages: MS Office.

Personal Information :

- | | | |
|------------------|---|------------|
| • Gender | - | Male |
| • Birthday | - | 15.04.1999 |
| • Marital Status | - | Married |
| • Nationality | - | Indian |
| • Passport | - | U5226866 |