



AKSHAY BAIJU

ACCOUNTANT

WORK EXPERIENCE

Name of the company: Jameskutty and Associates,
Chartered Accountants, Kerala, India
Period: January 2023 – January 2024
Designation: Audit Assistant and Accountant

Name of the company: Sun Traders
Retailers and Wholesale Dealers
Asian paints and Berger paints)
Kerala, India
Period: June 2019 – December 2022
Designation: Assistant Accountant,
Cashier, Sales Executive

DUTIES AND RESPONSIBILITIES

- Preparation of Balance sheet, Profit and Loss Account, Cash Flow Statement.
- Preparation of financial statements and books keeping.
- Preparation of tax invoices and tax filing.
- Preparation and recording of sales and purchase invoices.
- Preparing asset, liability and capital account entries by compiling and analyzing account information.
- Preparation of Bank Reconciliation.
- Summarizing current financial status by collecting information; preparing balance sheet, profit and loss statement.
- Preparation of documents as per GST filing.
- Preparing the payments for the suppliers and other payments.
- Debt collector, accounts payable and accounts receivables.

SUMMARY

Highly motivated and enthusiastic professional accountant with proven experience in book keeping and accounting. Ability to work autonomously and as a team player. Able to learn skills quickly and thoroughly. Adaptable to change and responds to challenges with confidence.



Dubai, Marina U.A.E

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Linked in : [linkedin.com/in/akshay-baiju-68364b201](https://www.linkedin.com/in/akshay-baiju-68364b201)

DOB : 01-06-1997

Passport : U6862091

Visa status: Visit Visa

Visa expiry: 10.04.2024

EDUCATION

- Bachelor of Commerce from Mahatma Gandhi University, Kerala, India

TECHNICAL SKILLS

- Operation Systems: Window 10, Windows 7
- Advanced Microsoft Excel, Microsoft Power Point
- Accounting packages: Tally ERP 9, Tally Prime, Prisma Pro
- Knowledge in UAE Value Added Tax and Corporate Tax.
- Basic knowledge and Zoho, QB.

CERTIFICATES

- TALLY PRIME FROM GTECH COMPUTER EDUCATION.
- GCC VAT FROM GTECH COMPUTER EDUCATION

SKILLS

- Advanced interpersonal skills, ability to develop strong working relationships with colleagues and company employees.
- Professional and confident with excellent diplomacy and negotiation skills.
- Excellent communication skills with an ability to liaise effectively with a range of departments to effectively implement company policies.
- A motivated team player and highly motivated person who takes initiative with minimal supervision.
- Resourceful and knowledgeable person who excels in building trustworthy relationship with customers and colleague.
- Exceptional listener and communicator who effectively conveys information verbally and in written.

REFERENCE

Name : Gautham Santhosh
Address: Marina, Dubai, U.A.E
Tel : +971 50 751 2138

DECLARATION

I hereby declare that all the information given above is true and correct to the best of my knowledge and can be supported by relevant documents as and when required.

AKSHAY BAIJU