



ARSHAD ELANTHI

ACCOUNTS EXECUTIVE

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Location: India

OBJECTIVE

Aiming to leverage my expertise in bookkeeping, auditing, budgeting, forecasting, taxation, payroll processing, accounts receivable/payable management, into the role of accountant at your organization.

SKILLS

- ✓ Microsoft Excel
- ✓ Account servicing
- ✓ Reconciliation
- ✓ Accounts Payables and Receivables
- ✓ Time Management
- ✓ Financial Reporting

LANGUAGES KNOWN

- ✓ English
- ✓ Hindi
- ✓ Malayalam
- ✓ Arabic – Functional

PERSONAL DETAILS

- ✓ Nationality - India
- ✓ Current Location – India
- ✓ Age - 27
- ✓ Sex – Male
- ✓ Passport No – R3907888
- ✓ Passport Exp – 10/10/2027

EXPERIENCE (5 YEARS+)

Accountant – BEAUTY MARK GROUP OF COMPANIES – India (2017 to 2023)

- Manage all accounting operations based on accounting principles.
- Recording & filing cash transactions
- Preparing and booking journal entries.
- Reconciliations of Bank accounts and Branch ledgers.
- Reconcile the card base sales on regular basis and perform reconcile for invoice-based intercompany transactions.
- Preparing & submitting daily report
- Verify expense related invoices and account the same.
- Providing exceptional client service by being connected, responsive and insightful.
- Payroll preparation of Employees
- Coordinating with Auditors in clearing and updating audit comments in financial statements
- Develop periodic reports for management.
- Preparation and Filing of GST, VAT, ESI, PF, TDS
- Analyzing the statement of Accounts like income statement, cash flow statement & balance sheet

EDUCATION

- **M COM Finance** – Madurai Kamaraj University – (2018)
- **B.COM**-Calicut University-(2016)

SOFTWARE KNOWLEDGE

- Tally ERP 9
- Microsoft Excel & Word
- SAP FICO

DECLARATION

I hereby declare that the above-mentioned information is authentic to the best of my knowledge and belief.

ARSHAD ELANTHI

India