



ASWIN RAJ C.P

PERSONAL DETAILS

DOB : 16/05/1994
Marital status : Married
Nationality : India
Religion : Hindu
Mobile : +971509142046
Email : aswinraj65@gmail.com

DRIVING LICENCE

13/6300/2012 (LMV, HPMV, HGV)

LINKEDIN

<https://www.linkedin.com/in/aswin-raj-c-p-71ab28221>

LANGUAGES KNOWN

English

Hindi

Malayalam (Native)

INTERESTS

Social Network

Online business

Sports

Moto travelling

PROFESSIONAL GOALS

Seeking a prospective position on long perspective, looking out for exposure in position of challenging career. I wish to serve your company and bring out the best of myself.

WORK EXPERIENCE

ACCOUNTANT

Deira Orient Real Estate Est. | Since December 2021

- Collecting rental PDC cheques as per contract and issue the receipt.
- Maintaining proper book of accounts to each tenant and regular ledger checking to prepare statement for the pending rental payments and pass entry for bounce cheques.
- Process quarterly VAT payment and submission.
- Maintaining and reconciling banks, debtors, creditors accounts as well as preparing reports, creating, documenting, and posting complex journal entries, recording various intercompany transaction and allocation.
- Drafting purchase and sales registers
- Preparing payroll and final settlement through WPS.

ACCOUNTANT

CP Motors. | June 2019 - August 2021

- Booking company financial records, reports and other information and checking the same on a monthly basis to ensure details aligned are true.
- Booking of payable & receivables on a daily basis as receiving from purchase / procurement department.
- Verifying accounts books and rectifying the discrepancies.
- Ensuring the company's accounting records were completed through the framework of internal controls.
- Assisting senior accountants for GST related entries, booking and co-ordinating with filing procedures.
- Designated and Backing up of Data from the software daily monthly and providing to my senior as required.
- Reconciliation of Bank Cash & submitting to the Finance, Accounts HOD in month-ends.

SKILLS

- Exceptional knowledge of Mathematical concepts,
- Accounting and finance topics and banking principles.
- Top attention to detail and focus on making sure records and information systems are kept accurate and true.
- Strong reasoning skills and analytical abilities to help determine best
- Practices when it comes to the finances of each organization I work with.
- Good communication skills.
- Debtor and purchase ledger reconciliation.
- Experience in liaising with banks, auditors and legal departments

ACADEMIC HISTORY

- Degree in Bachelor of Business Administration, Kannur University | BBA
- Plus Two, Board of Higher Secondary Examination of Kerala Sn Trust Higher Secondary School
- SSLC, Central Board of Secondary Education, Kadambur English School.

ACADEMIC PROJECT

An Organizational Study of Raidco Curry Powder Factory, Kannur: witnessed about the production and mixing of curry powders species used, labor welfare activities financial turnovers warehouse facilities etc. By doing this project I was satisfied knowing the advance of MNC can impact in a society.

SPECIALIZATION

- ANALYST ERP
- EPMS ERP
- TALLYERP, VAT, TDS Bank
- Reconciliation
- Peachtree
- Manual Accounting
- Accounting software
- MS Office (Word, Excel, Powerpoint)
- Languages C, C++

DECLARATION

I hereby declare that the information given above is the best of my knowledge and I bear the responsibility for the correctness of above mentioned in particulars.

Aswin Raj C.P