

# AYANA PADINJARE PURAYIL

## ACCOUNTANT

I am a Seasoned accountant with 7+ years of experience across automotive, startup, and corporate sectors. Skilled in financial reporting, cost control, Tally ERP, and MS Office. BCOM from Calicut University. Committed to accuracy, compliance, and delivering high-quality work. Currently employed as a Full-time Accountant at Sparcot, contributing to financial operations and strategic decision-making. Seeking opportunities to leverage comprehensive accounting expertise for organizational growth.



## Contact

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Salah Al Din ,Dubai

## Educational Qualification

- B COM**  
Calicut University  
2013-2015
- Higher Secondary**  
Commerce  
Nadakkav HSS  
2011-2012
- SSLC**  
Nadakkav HSS  
2011-2012

## Additional Qualification

- Diploma in Foreign and financial Accounting
- Ms office

## Languages Known

English | Hindi | Tamil | Malayalam

## Skills

- Organized ● ● ●
- Communication ● ● ●
- Teamwork ● ● ●
- Meeting deadlines ● ● ●
- Critical thinking ● ● ●

## Experience

- ACCOUNTANT**  
Sparcot International 2021 sep -2024 April  
Complying with all company, local, state, and federal accounting and financial regulations, Compiling, analyzing, and reporting financial data, Creating periodic reports, such as balance sheets, profit & loss statements, etc. Presenting data to managers, investors, and other entities, maintaining accurate financial records, Performing audits and resolving discrepancies, computing taxes, keeping informed about current legislation relating to finance and accounting, Assisting management in the decision-making process by preparing budgets and financial forecasts.
- ACCOUNTANT**  
Premier clear products 2020 june - 2021 Aug  
My responsibilities included Manage all accounting transactions, Publish financial statements in time, Handle monthly, quarterly and annual closings, Reconcile accounts payable and receivable, Ensure timely bank payments, and Preparing and maintaining important financial reports.
- GM IMPEX** 2019 june - 2020 june  
My responsibilities included Accounting of credit notes, book keeping, & billing
- CASHIER AND BACK OFFICE ASSISTANT**  
Carino Motors 2018 April - 2019 may  
My responsibilities included back office works in system , system maintenance and dealing with claims
- HR ASSISTANT**  
Clean Pro Facility Management 2017 -2018  
My responsibilities included office management, system control, arranging advanced controlling and dealing with customers face-to-face who visited the offices.
- ACCOUNTANT**  
Sunshine Ventures 2015 - 2017  
My responsibilities are complete office management, site visiting, staff's salary calculation, stock management. And also keep all the cash transactions accurately & accounted all in Tally erp. I always try to deal with my customers full of energy and reach them to the satisfactory atmosphere.

## Reference

FAIZAL  
Managing Director  
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