



# ABHIJITH.S

## ACCOUNTANT

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### PROFESSIONAL SUMMARY

Experienced M. Com graduate with a strong foundation in auditing, accounting, and financial operations. Proficient in GST filing, account reconciliation, financial reporting, and ledger maintenance. Adept at supporting statutory and internal audits, ensuring compliance with accounting standards. Detail-oriented and collaborative, with a focus on accuracy and client relationship management in dynamic finance roles.

### AREAS OF EXPERTISE

- Financial Auditing & Verification
- Bank Reconciliation & Cash Flow Tracking
- GST Return Filing (GSTR-1 & GSTR-3B)
- Procurement Support & Vendor Coordination
- Accounts Payable & Receivable
- Compliance with Accounting Standards
- Statutory, Internal & Concurrent Audits
- Client Relationship Management

### AUDIT ASSISTANT | MAY 2022 – MAR 2023

RANGAMANI & CO CHARTERED ACCOUNTANTS, KOLLAM, KERALA, INDIA

#### Key Responsibilities:

- Performed detailed vouching and verification of financial records to ensure accuracy, transparency, and compliance with regulatory standards.
- Assisted in the preparation and filing of GST returns (GSTR-1 and GSTR-3B), ensuring timely and error-free submissions.
- Supported concurrent audit procedures for banking and financial institutions, focusing on real-time transaction review and risk identification.
- Collaborated with senior auditors in the execution of statutory and internal audits across diverse sectors.
- Prepared working papers, schedules, and audit documentation in accordance with firm standards.
- Maintained strong client relationships by providing timely support, clarifying audit findings, and ensuring satisfaction with services delivered.

### WORK EXPERIENCE

### ACCOUNTS ASSISTANT | APR 2021 - JAN 2022

SILVERLINE TRADING COMPANY, KOLLAM, KERALA, INDIA

#### Key Responsibilities:

- Managed accounts receivable and payable processes, ensuring timely payments and accurate ledger maintenance.
- Utilized accounting software and MS Excel for preparing financial reports, data analysis, and daily transaction tracking.
- Recorded and processed financial transactions including profit and loss entries, supporting month-end and year-end closing.
- Maintained up-to-date bookkeeping records and ensured compliance with internal accounting policies.

	<ul style="list-style-type: none"> <li>• Provided administrative support such as documentation, email communication, filing, and report generation.</li> <li>• Collaborated with procurement and finance teams to streamline purchasing processes and align with management goals.</li> </ul>	
EDUCATION	<b>MASTER OF COMMERCE, 2022 - 2024</b> INDIRA GANDHI NATIONAL OPEN UNIVERSITY, NEW DELHI. INDIA  <b>BACHELOR OF COMMERCE, 2017 - 2021</b> UNIVERSITY OF KERALA, INDIA	
CERTIFICATIONS	<ul style="list-style-type: none"> <li>• Kerala State Center for Advanced Printing &amp; Training (C-APT) Certification (Government of Kerala)</li> <li>• Diploma In Foreign Accounting (DIFA) Centre for development of imaging Technology (C-DIT)</li> </ul>	
PROJECT	<ul style="list-style-type: none"> <li>• MCOP - 001 (M. Com)  "A Study on Customer Satisfaction Towards Online Shopping with Special Reference to Amazon in Kollam District "</li> </ul>	
PROFESSIONAL SKILLS	<ul style="list-style-type: none"> <li>• Financial Auditing</li> <li>• GST Compliance</li> <li>• Ledger Management</li> <li>• Profit &amp; Loss Handling</li> </ul>	<ul style="list-style-type: none"> <li>• Invoice Processing</li> <li>• Tax Documentation</li> <li>• Expense Tracking</li> <li>• Internal Controls</li> </ul>
SOFTWARE SKILLS	<ul style="list-style-type: none"> <li>• Tally Prime</li> <li>• MS Word</li> <li>• PowerPoint</li> </ul>	<ul style="list-style-type: none"> <li>• QuickBooks</li> <li>• MS Excel</li> </ul>
SOFT SKILLS	<ul style="list-style-type: none"> <li>• Attention to Detail</li> <li>• Problem-solving</li> <li>• Time Management</li> <li>• Effective Communication</li> </ul>	<ul style="list-style-type: none"> <li>• Ethical Conduct</li> <li>• Team Collaboration</li> <li>• Accountability</li> <li>• Adaptability</li> </ul>
LANGUAGES	<ul style="list-style-type: none"> <li>• English</li> <li>• Hindi</li> <li>• Tamil</li> <li>• Malayalam</li> </ul>	
PERSONAL INFORMATION	Gender : Male Nationality : Indian Date of Birth : 25/10/1998 Marital Status : Single Passport Number : U9719509 Passport Expiry : 23/02/2031 Visa Status : Visit Visa	