



ACCOUNTS EXECUTIVE

ABHILASH

CAREER OBJECTIVE

Secure a responsible position in account management, sharing my 4.5 years of experience and advanced accounting abilities to effect employer growth and success.

CONTACT

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EDUCATION

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Master of Commerce

CALICUT UNIVERSITY

Bachelor of Commerce

SKILLS

Tally

- ✓ Journal Entry Creation
- ✓ Ledger Creation
- ✓ Ledger Validation
- ✓ Account Verification

Advance Excel

- ✓ Pivot Table
- ✓ V-lookup
- ✓ Equations & Shortcuts
- ✓ Filter & Sort
- ✓ Table & Formatting

EXPERIENCE

ACCOUNTS EXECUTIVE

Pallath Supermarket | Kerala, India | 2019-2023

Key Account Executive primarily responsible for an ongoing business relationship with the client.

- Recording the daily transactions in the books of account.
- Invoice collection from vendors and keep the hardcopies.
- Manage the fund receipt from vendors within the credit period and clear the invoices from the books.
- Manage the daily expenses of the business and keep a record.
- Make the payments to the suppliers and provide the receipts.
- Allocation of the receipts to the corresponding ledger.
- Suppliers meeting and negotiation on the cost.
- Monthly account verification and reconciliation.
- Stock verification and validation.
- Preparation of regular monthly reports.
- Preparation of the working files as per the request from the manager.

Other MS Office 

- ✓ MS Word
- ✓ MS PowerPoint

CERTIFICATIONS

- Master of Computerized Professional Accountant
- International Diploma in Accounting and Auditing
- International Diploma in Financial Accounting

LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Tamil

PERSONAL DETAILS

Nationality – Indian

Date of Birth – 06th April 1998

Passport No - T5563648

ASSISTANT ACCOUNTANT

Naufal Associates | Kerala, India | 2018-19 (7 months)

The role of assisting the chief accountant on their duties and daily activities, which was an opportunity to learn the practical experience of an accountant in an organization.

- Checking the bills and recording the journal entries in Tally.
- Verify the ledger and ensure all entries are lied in the correct ledger.
- Inform the team to collect the overdue payments from the client within the credit period.
- Provide the bills to senior accountants for GST filing.
- Bank Reconciliation to ensure the credit and debit balancing.
- Verify the attendance and preparation of the file for payroll process.