



ABHILASH M K

Junior Accountant/Admin

In search of a good prospectus in a reputed organization, where I can sharpen, refine my skills and knowledge to the maximum and at the same time, endeavoring my best to carry out organizational objectives most efficiently with at most dedication

Address : Villa No:47, Near Max metro station
Al Jaflliya, Dubai

Phone no : +971557754176

E-Mail : abhilashmadhav.am@gmail.com

D.O.B : 29/08/1996

Marital Status : Single



Career Summary

2021-2023 Junior Accountant cum Cashier
Mass Wheels Pvt Ltd. Edappal, Authorised
Dealer of Royal Enfield Motor Bikes

- Reconciliation of bank accounts
- Reconciliation of accounts payable and receivable
- Posting and processing journal entries
- Sales and purchase invoicing
- Payment of road tax
- Maintain and record cash transactions accurately
- Auditing the physical stock and create report
- Handling large sum of cash

2021 Test Day Supervisor at Eduplanet, Kochi

- Coordinate and control the exam center
- Complete the registration process of candidate
- Exam hall arrangement
- Preparation of exam report

2018-2020 Accountant and Admin Executive
At Five C building materials, Athani

- Handling of petty cash expense on daily basis
- Answering phone calls, taking messages and mails
- Order necessary office supplies.
- Auditing of stocks



Education

2016-2018

MBA in Finance & HR, Bangalore University

2013-2016

BBA in Finance, MES College Ponnani ,Kerala



Languages known

- English
- Hindi
- Malayalam
- Tamil



Technical Skills

- Tally Prime
- Advanced Excel
 - Vlookup
 - Pivot Table
 - Macros
 - Dash Bord creation
- MS Office Suite
- Social Media tools



Core Qualification

- Strong communication skill
- Very proficient team player
- Reliable and punctual
- Strong computer skills
- Willing to put extra hours when needed
- Quick learner

Declaration:

I hereby declare that the above-mentioned particulars information is true up to my knowledge and I bear the correctness.

Abhilash MK