

# ADARSH CS

## ACCOUNTANT

### CONTACT

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+91 7025190274  
szadarsh51@gmail.com  
  
Near to gateway hotel  
Al gubaiba, burdubai  
Dubai

### EDUCATION

- Diploma In Manual and Computerised Accounting**  
(2022)
- Bachelor of Commerce (B.Com - Finance)**  
University of Calicut, Kerala  
(2018 - 2021)
- Higher Secondary (Commerce)**  
Akshara College, Vadakkekad  
(2016 - 2018)
- SSLC**  
Sreekrishna HSS, Guruvayoor (2016)

### PERSONAL DETAILS

- Date of Birth : 19/05/2001
- Nationality : Indian
- Gender : Male
- Marital Status : Single

### LANGUAGES

- English
- Hindi
- Malayalam

### PROFESSIONAL SUMMARY

Motivated and detail-oriented professional with hands-on experience as an assistant accountant and in various support roles. Quick to adapt, eager to learn, and open to diverse job opportunities in accounting, logistics, and beyond. Known for being dependable, organized, and creative in finding smart solutions to everyday challenges.

### WORK EXPERIENCE

**ASSISTANT ACCOUNTANT** (10-04-2022 TO 31-03-2025)  
VINNY STEELS, MANATHALA, CHAVAKKAD

- Maintained accurate records of all financial transactions in compliance with company policies and statutory regulations.
- Assisted in preparing monthly, quarterly, and annual financial reports, ensuring timeliness and accuracy.
- Managed accounts payable and receivable, monitored due payments, and ensured proper reconciliation.
- Supported internal audits by providing necessary documentation and resolving discrepancies.
- Utilized Tally Prime and MS Excel for efficient bookkeeping, ledger management, and data analysis.
- Collaborated with senior accountants to streamline budgeting processes and expense tracking.
- Ensured compliance with GST regulations and helped in the preparation of tax-related documents.

### SKILLS

#### TECHNICAL SKILLS

- Tally Prime
- Microsoft Excel
- G-VAT
- Financial Reporting
- GST Filing
- Ledger Management
- Invoice Processing
- Data Entry Accuracy
- Inventory Handling
- Documentation & Filing
- Basic Logistics Coordination

#### SOFT SKILLS

- Communication Skills
- Time Management
- Problem Solving
- Team Collaboration
- Adaptability
- Attention to Detail
- Critical Thinking
- Willingness to Learn