ARJUN DAS.R

Accountant

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📍 Palakkad,Kerala,India

SUMMARY

Results-driven Accountant with 6years of experience in private accounting environments. Proven skills in audit support and financial analysis, accounting systems, and regulatory compliance. Proven track record of implementing cost-saving initiatives and streamlining processes. Proficient in MS office,SAP and MIS accounting softwares. Bachelor's Degree in Accounting from the University of Calicut. Seeking an opportunity to contribute my expertise to a dynamic organization where accuracy, efficiency, and financial stewardship are valued.

EDUCATION

Bachelor of Commerce with Computer Application

University of Calicut

📅 2014

LANGUAGES

English	Proficient	●●●●○
Malayalam	Native	●●●●●
Hindi	Advanced	●●●○○
Arabic	Beginner	●○○○○
Tamil	Advanced	●●●○○

EXPERIENCE

ACCOUNTANT AND ADMIN

Neo Motors

📅 2019 - Present 📍 Palakkad,Kerala,India

Managed financial analysis, accounting systems, and controls for a multinational corporation. Oversaw allocation of funds, ensured compliance with regulations, and prepared accurate financial reports.

- Implemented a new automated accounting system, reducing month-end close time by 20%.
- Experience in preparing and analyzing financial statements
- Trained and supervised accounting team, ensuring accurate financial reporting and adherence to deadlines.
- Conducted internal audits to evaluate financial controls, resulting in a 15% reduction in risk exposure.
- Processing Quotations,invoices and demonstrated expertise in both Accounts payable and Accounts receivable,ensuring timely payments and collections

Accountant

Suracsh Filters Pvt

📅 2018 - 2019 📍 Palakkad,Kerala,India

Performed accounting and financial analysis for a leading manufacturing company. Managed general journal entries, reconciled accounts, and ensured compliance with regulatory guidelines.

- Proficient in preparing accurate bank reconciliation statements using Excel and accounting software
- Streamlined accounts payable processes, resulting in a 25% reduction in payment processing time.
- Generated accurate financial statements and reports for monthly, quarterly, and annual reporting.
- Assisted in the implementation of a new ERP system, improving data accuracy and workflow efficiency.

Accountant

Hilwa

📅 2016 - 2018 📍 Aljouf,Kingdom of Saudi Arabia

Independently managed day-to-day accounting operations for a branch of the company and Conducted thorough account reconciliations and provided regular reports to the Head Office, ensuring financial accuracy and compliance with company standards.

- Engaged in audit inquiries from external parties such as tax authorities or auditors, playing a key role in the process
- Maintained regular financial audit processes to ensure adherence to accounting standards and regulatory guidelines
- Prepared detailed financial reports and summaries for management
- Demonstrated expertise in managing accounts payable and accounts receivable, ensuring timely payments and collections
- Successfully recorded daily collections into the Aswaq and Epromise Accounting software, ensuring accurate and up-to-date financial records.
- Efficiently processed sales invoices on a daily basis in the Accounting software, ensuring timely and accurate financial records and transactions.
- Managed client relationships, providing timely and accurate responses to inquiries.
- Participate in the auditing team's monthly financial transaction analysis

SKILLS

Accounts Receivable

Accounts Payable

Maintain Customer relationship

Financial Reporting **Budgeting**

Internal Auditing

Microsoft Excel

Financial Statement Analysis

Tax Preparation

STRENGTHS

⭐ **Attention to Detail**
Consistently maintained accuracy in financial records resulting in error-free reports.

🚩 **Analytical Thinking**
Identified cost-saving opportunities resulting in a 10% reduction in operational expenses.

🏅 **Problem Solving**
Resolved complex accounting issues resulting in improved efficiency and process optimization.