



Contact

Phone

+971543895415

Email

aswanthk2018@gmail.com

Education

2020

Bachelors of Commerce

Kannur University

2015

Higher Secondary

Higher Secondary Board, Kerala

2013

Higher Secondary

Higher Secondary Board, Kerala

Expertise

- Advanced Excel Functions
- Excel, Word, PowerPoint
- Proven ability to handle multiple responsibilities in an effective manner.
- Able to follow instructions and work well independently and as a team.
- Effective communication skill with interpersonal strength and high degree of professional integrity
- Tally ERP 9
- Quickbooks

Personal Info

Nationality : Indian

Marital Status : Single

Date of Birth : 02/06/1998

Passport No. : W7547699

Languages

English, Malayalam, Hindi

Aswanth K

Accountant

Dedicated and experienced accounting professional with proven success managing finances for mid-size commercial organizations seeking a suitable position in a company that offers genuine opportunity for growth and allows me to make significant contributions.

Experience

Jun 2022 - Oct 2023

KMS Machine Stores, Kerala, India

Accountant

- Maintaining records of daily transactions related to Expenses, Purchases, Sales, Receipts and Payments.
- Monitor customer account details for non-payments, delayed payments and irregularities.
- Accounts Payable & Receivables Management including local purchases
- Budget tracking, monitoring and management.
- Check and Verify Books of accounts and records are in conformity with industry practices.
- Managing the collection of all payments and debts

Dec 2021 - May 2022

House Hold Bazar, Kerala, India

Accountant

- Check all accounting and client databases are updated and functioning properly.
- Contact clients as needed to ensure payment of outstanding invoices.
- Ensure Bank deposit of all collected cash, postdated and current dated cheques.
- Bank Transactions and Bank Reconciliation.
- Providing monthly reports directly to the management.

Nov 2020 - Nov 2021

Global Furnimart (I) Pvt Ltd, Kerala, India

Accountant

- Reconcile petty cash, credit card transactions, and cash payments.
- Sending customer statements monthly and receivable follow-ups and reconciling customer accounts.
- Passing all the bank-related entries and processing bank reconciliations on a daily basis.
- Oversee inventory management in coordination with the factory store.
- Payroll management.
- Prepare overdue report and tracker for collection follow-up.
- Maintaining credit limits and payment terms in the system and ensure periodic review.

Declaration

I hereby declare the above-given information is correct and complete to the best of my knowledge and belief.

Aswanth K