



ACCOUNTANT

PROFILE • ABOUT ME

Master of Business Administration in Finance with HR professional having more than **5 years** of experience in **Accounting Works, Support on auditing, GST return filings**. And ability to priorities and manage several different tasks at once.

Coordinate accounting works in accordance with internal and external procedures. Plan, organize, and execute financial tasks and projects of the organization. Handling and monitoring flow of money on a day-to-day basis.



ABHILASH A



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EDUCATION

MBA (Finance & HR)

Anna University

Chennai, Tamilnadu

India.

Completed in June 2017

Bachelor of Computer Science

Manonmaniam Sundarnar

University Tirunelveli

Tamilnadu India.

Completed in May 2015

Higher Secondary

St Thomas HSS

Kerala, India.

Completed in March 2012



CAREER HIGHLIGHTS

- **TALLY Prime**
- **Bank Reconciliation**
- **Preparation of invoices**
- **Salary Statement Preparation**
- **Preparation of Cheques and Internal Fund Transfer**



WORK EXPERIENCE

- ✓ **Treebo Royal heritage hotel**
- ✓ (July 2017 to Nov 2017)
- ✓ **Accountant in Indus motor company private limited.**
- ✓ (Dec 2017 - Nov 2022)
- ✓ **Accountant in CBC Mahindra**
- ✓ (Dec 2022 to till now)

AREAS OF INTEREST

- Managing
- Overseeing
- Controlling
- Training
- Leadership
- Planning
- Executing Plans

COMPUTER PROFICIENCY

MS Office

Windows

Tally Prime

VACCINATION STATUS

2 Dose Covishield

Vaccinated from: India

PERSONAL INFORMATION

Birthday

07/09/1994

Gender

Male

Marital Status

Single

Nationality

Indian

DUTIES & RESPONSIBILITIES

- Managing and overseeing the daily operations of the accounting department.
- Develop and implement plans for budgeting, forecasting, and reporting.
- Working with spreadsheets, vouchers like payments & Receipts, Sales and purchase ledgers and journals.
- Strategize on fund procurement through banks and other financial institutions.
- Reconciliation of Creditors Invoice with ledger and release the payment accordingly.
- Provide financial insight and analysis to drive the business performance of the organization.
- Establishing and enforcing proper accounting methods, policies and principles.
- Review and verify invoices and set invoices up for payment.
- Purchase Entry and Sales Invoice preparation.
- Secure financial information by completing database backups and book keeping.
- Release employee's monthly incentives and allowances as per calculation and workings.
- Day to Day Bank Reconciliation.
- Track the outstanding payments of vendors.
- Handling, control and Reconciliation of petty cash Transactions.

SKILLS

- Good Communicator
- Leadership & Team Management
- Attention to Detail
- Professional Ethics
- Planning & Organizing
- Critical & Creative Thinking
- Time Management
- Reliable & Trustworthy
- Adaptability & Multitasking

LANGUAGES

English

Hindi

Malayalam

Tamil