

AJITH K ALMAJAN

ACCOUNTANT

A proficient B.Com Computer Application graduate with advanced proficiency in MS Excel, Tally and MS Office, eager to leverage expertise in a suitable role. Seeking an opportunity to apply professional acumen, enhance skills, and foster further growth.

EXPERIENCE

MANAPPURAM FINANCE LTD. Industry – Finance ACCOUNTANT

- Reporting to: **Finance Manager**
- **Accounting and bookkeeping activities**, accurate and timely execution of daily accounting operations and monthly closing and reporting.
- Preparation of **LPO, Quotations, Invoices, Receipts and Payment vouchers**, following up customer payments, aging of outstanding amounts, reconciliations with counterparties.
- Making **routine financial reports/summaries** on weekly, monthly basis.
- Managing **expenditures, credit, payrolls and employees settlements**.
- Process **transactions, issue cheques, handle cash and invoices**.
- Preparing monthly **feedback reports** on **payment collection**

BAJAJ FINANCE LTD.-INDIA Industry – Finance JUNIOR ACCOUNTANT

- Reporting to: **Accountant**
- **Monitor and review accounting** and related system reports for accuracy and completeness.
- **Reconciling** the company's bookkeeping ledgers.
- **Completing analysis** of the employee expenditures.
- Generating the **company's financial reports** using income and expenditure data..
- Uploading journals and extracts reports for analysis.
- Petty cash handling

ST MARYS TRADING COMPANY Industry – Trading SALES EXECUTIVE

- Identify and prospect new clients.
- Build and sustain relationships with current clients.
- Conduct sales presentations.
- Negotiate deals.
- Achieve sales targets.



GET IN TOUCH



Dubai, UAE



+971 569780041



ajithalmajan1418@gmail.com



EXPERTISE IN

RECEIVABLES MANAGEMENT

PAYABLES MANAGEMENT

CASH HANDLING

FINANCIAL REPORTING

PAYROLL

DOCUMENTS MANAGEMENT

MS OFFICE SUITE



EDUCATION

2020 – BACHELOR OF COMMERCE (B.COM)

M.G University | Kerala | India

PERSONAL INFO

Nationality: Indian

DOB: 22nd June 2000

Civil Status: Un Married

Languages: English | Hindi | Malayalam,Tamil

Visa Status-Visit Visa/29-09-2024



REFERENCES

Available on request