



## ACCOUNTS EXECUTIVE

# ABHILASH

## CAREER OBJECTIVE

Accounting executive offering 4.5 years of expertise in establishing and leading all aspects of accounting and finance operations in a retail industry. Serves as a solid foundation and knowledgeable advisor throughout the financial decision-making process. Effectively analyzes financial data, recommends tools, systems, and accounting measures that drive profitable performance, limits costs, and significantly improves overall profit margins and cash flow.

## EXPERIENCE

### ACCOUNTS EXECUTIVE

**Pallath Supermarket | Kerala, India | 2019-2023**

Key Account Executive primarily responsible for an ongoing business relationship with the client.

- Bookkeeping - Recording the daily transactions in the books of account.
- Invoice collection from vendors and keep the hardcopies.
- Invoice clearance - Manage the cash flows from the business within the credit period and clear the invoices from the books.
- Petty cash transactions - Manage the daily expenses of the business and keep a record.
- Manage Accounts Payable - Make the payments to the suppliers and record the transactions & entries.
- Allocation of the payments and receipts to the corresponding ledger.
- Manage Accounts Receivables – Follow up on the overdue invoices and manage the cash flow on time.
- Suppliers meeting and negotiation on the cost.
- Monthly account verification and reconciliation.
- Stock/inventory verification and validation.

## SSSCONTACT

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## EDUCATION

### INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Master of Commerce

### CALICUT UNIVERSITY

Bachelor of Commerce

## SKILLS

Tally



- ✓ Journal Entry Creation
- ✓ Ledger Creation
- ✓ Ledger Validation
- ✓ Account Verification
- ✓ Report Generation
- ✓ Financial Statement

Advance Excel



- ✓ Pivot Table
- ✓ V-lookup
- ✓ Equations & Shortcuts

- ✓ Filter & Sort
- ✓ Table & Formatting

Other MS Office 

- ✓ MS Word
- ✓ MS PowerPoint
- ✓ MS Excel

## CERTIFICATIONS

- Master of Computerized Professional Accountant
- International Diploma in Accounting and Auditing
- International Diploma in Financial Accounting

## LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Tamil

## PERSONAL DETAILS

Nationality – Indian

Date of Birth – 06<sup>th</sup> April 1998

Passport No - T5563648

- Financial statement validations.
- Preparation of regular monthly reports.
- Preparation of the working files/ reports as per the request from the manager.

## ASSISTANT ACCOUNTANT

**Naufal Associates | Kerala, India | 2018-19 (7 months)**

The role of assisting the chief accountant on their duties and daily activities, which was an opportunity to learn the practical experience of an accountant in an organization.

- Checking the bills and recording the journal entries in Tally.
- Verify the ledger and ensure all entries are lied in the correct ledger.
- Inform the team to collect the overdue payments from the client within the credit period.
- Provide the bills to senior accountants for GST filing.
- Bank Reconciliation to ensure the credit and debit balancing.
- Verify the attendance and preparation of the file for payroll process.