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PROFILE

Detail-oriented accounting enthusiast with a solid understanding of financial principles. Proficient in accounting software and adept at data analysis. Seeking accountant position to apply practical skills and contribute to a dynamic financial team.

Education

Post graduate diploma in indian & foreign accounting
Institute of Professional Accountants

B.COM

Computer Application

University of Calicut

2017-2020

Higher Secondary

Computer Commerce

K.M.O Higher Secondary school

2015-2017

Coursework

SAP

Tally prime

MS office

MS excel

Busy

Quick books

Skills

Financial literacy, Accounting software, Book keeping, General Ledger, Payroll Management, Financial reporting, Financial statement, VAT Calculation, SAP(WM), TALLY, Data Analysis, Technical proficiency, Team collaboration

Competencies

- Adaptability
- Effective Communication
- Problem Solving
- Attention to detail
- Initiative and commitment to achieve

Experience

IPA -Accounting Training institute

Mar 2023-Sep2023

- Utilizing accounting software and tools to perform various accounting tasks and gain practical experience in bookkeeping, financial statements
- Learning and applying accounting principles and practices to maintain accurate financial records
- Assisting in the preparation of financial statements, reports and under the guidance of experienced professionals
- Receiving mentorship and training to develop a strong foundation in accounting practices and procedures

Institution Project

M/S Bombay collection

Prepared Cash Book, Bank Book, General Ledger, Purchase Book, Sales Book, Stock Register, Trial Balance, Profit and loss Statement and Balance Sheet. The project was completed using SAP Business one 8.8

SAP Operator

Asian paints Supply Chain (Kerala, Calicut) Jun 2022-2023

Asian Paints Ltd is an Indian multinational paint company, headquartered in Mumbai, Maharashtra, India. The company is engaged in the business of manufacturing, selling and distribution

- Warehousing: (inbound and outbound processes, documentation)
- Responsible to ensure the quality of data input in the ERP system for all order processing related outputs
- Inventory Control: Managed inventory levels and monitored stock movements
- Trip sheet and e-way bill issued to transport companies on time
- Need to do order processing and order picking work as per order schedule
- Trip sheet and e-way bill issued to transport companies on time
- Every day stock out report is mailed to the higher department and handling incoming mails
- Trip sheet and e-way bill issued to transport companies on time
- Training and Support: Assisted in training new employees on SAP usage.
- Monitoring inventory levels, conducting stock checks in the SAP system.
- Inputting and managing data related to inventory, shipments, and warehouse operations in the SAP system.
- Work experience was done using SAP, MS excel and Oracle software.