# Application for the post of Cashier

**P A ADHEESH**

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# **About me**

Analytical, organized and detail-oriented accountant with experience gained by working in different roles in various companies. Collaborative team player with ownership mentality and a track record of delivering the highest quality strategic solutions to resolve challenges and propel business growth.

# **Experience**

## **March 2024 – May 2025**

### **Head Office Accountant | Nutricreams Pvt Ltd | Perumbavoor, Kerala, India**

The company is behind the famous brand Camerry Ice-creams. Being one of the major ice-cream manufacturers, the company has strong presence in Kerala, Tamil Nadu and Karnataka. The company has 3 manufacturing facilities across Kerala and 7 storage facilities spanning Kerala and Tamil Nadu. The key duties performed by me include

* Recording and filing supplier invoices.
* Calculate, record and supply credit notes to Customers across all sites.
* Ensure appropriate TDS has been collected from suppliers.
* Monthly TDS and TCS challan tax preparation.
* Quarterly TDS and TCS return filing.
* Filing of monthly GSTR1 and GSTR3B returns for regulatory compliance.
* Filing of GSTR9 and 9C annual returns for tax compliance.
* Maintain Fixed Asset register and account fixed assets accurately.
* Ensuring bills and month end entries are recorded in all sites.
* Recording of monthly GST adjustment entries.
* Performing the function of accounts payable by managing payments to Vendors.
* Acting as a point of contact with vendors and maintaining good liaison with vendors.
* Adhering to internal controls set by management and contributing ideas.
* Prepare financial statements and ensure financial reporting to Finance Manager.
* Perform Bank reconciliation and ledger reconciliation.
* Performing the function of document keeper, ensuring document files availability as and when required by both internal and external auditing.
* Ensure Month-end closing entries as required by Sr Accountants are recorded in time.

## **February 2023 - January 2024**

### **Accounts Assistant | Pavizham Healthier Diets Pvt Ltd | Koovappady, Kerala, India**

The company is a reputed name in the FMCG industry in India. Having the major production plant in Koovappady, Kerala, the company has established extensive control over the consumer goods production and distribution network all over the globe. The key duties performed by me include

* Prepare sale invoice to customers.
* Ensure invoices are prepared as per the quotation forwarded by Dispatch department.
* Ensure billing is performed as per the credit limit assigned to customers.
* Ensure invoice are E-way billed and resolve issues related to E-Way billing.
* File day to day invoices and submit to accounts department.
* Manage payments to vendors in timely manner without causing supply bottlenecks.
* Maintain good rapport with various vendors.

## **September 2022 – January 2023**

### **Junior Accountant | Periyar Water Fittings Pvt Ltd. | Kodanad, Kerala, India**

The company is engaged in the business of manufacturing of polymer products mainly water fillings. Comparatively smaller, the company has strong supply network across major districts in Kerala. The key duties performed by me include

* Prepare sale invoice to customers.
* Track E-way bill related issues and resolve in timely manner.
* Regular revisit of credit limits of customers and inform Sr Accountant regarding discrepancies.
* Ensure GST filing data is error free before submission to Sr Accountant.
* Periodical Stock audits
* Record daily cash and bank entries and reconcile if needed.
* Record expenses in Tally.

## **December 2021 – August 2022**

### **Accounting Intern | NORHOMES | Perumbavoor, Kerala, India**

NORHOMES is a retirement home facility for Naval officers of Indian Navy. The facility consists of 55 Dwelling units for the members. I had worked here on part-time basis. The key duties performed by me include

* Assisting main accountant with recording entries in Tally
* Preparing and maintained individual accounts of dwelling unit owners
* Assisting with bill payments
* Ensure proper filing of organization records.
* Assisting main accountant with bank transactions and other office duties

# **Educational Background**

## **June 2023**

### **Master of Commerce | IGNOU**

* Relevant coursework: International Business Operations
* GPA: 7.1

## **January 2023**

## **Professional Diploma in Indian and Foreign Accounting | GTEC**

* Relevant coursework: E Accounting, practical applications of software such as

SAP, QuickBooks, Sage 50, Tally ERP etc.

* Grade: A+

## **June 2021**

## **Bachelor of Commerce | Mahatma Gandhi University**

* Relevant coursework: Finance and Taxation.
* Grade: B+

## **June 2018**

## **Common Proficiency Test | Institute of Chartered Accountants of India**

* Relevant coursework: Corporate Laws, Financial Accounting, Mathematics, Economics
* Grade: 5.1 (Passed)

## **March 2018**

## **Higher secondary | M.G.M Kuruppampady**

* Relevant coursework: Commerce stream with Computer Application
* Grade: Full A+

## **March 2016**

## **Matriculation | S.T Annes Public School CBSE**

* Grade: Full A+

### **Skills**

* MS Excel
* Tally ERP, SAP, QuickBooks, Sage 50, TCS Ion
* Accounts Payable
* Accounts Receivable
* UAE VAT and Corporate Tax
* Financial reporting
* Bank reconciliation
* Data entry and accuracy
* Bank reconciliation
* Good communication
* Attention to detail
* Problem solving
* Team player
* Adaptability

### **Certifications**

* Professional Diploma in Indian & Foreign Accounting – Completed in year 2023
* SAP FICO - Completed in year 2022
* Institute of Accountants & Bookkeepers - Completed in year 2022
* Tally Essential Comprehensive - Completed in year 2022
* Microsoft Office Specialist Excel Associate - Completed in year 2023

### **Personal Details**

* Gender: Male
* Date of Birth: 02/08/1999
* Nationality: Indian
* Languages Known: English, Hindi, Malayalam
* Marital Status: Single
* Passport Number: X5683258
* Visa status: Visit Visa (Expiry 03-08-2025)