



# AKSHAY TM

## Accountant

### Career Objective

Highly motivated and organized accounting assistant looking for a fast-paced entry-level position where I can contribute my experience with financial analysis and developing efficient systems

### Contact Details

- +971 56 244 5735
- akshaytmofficial@gmail.com
- Al Sabkha, Deira, Dubai

### Professional Skills

- Auditing Principles
- Analytical skills
- Invoicing
- Accounts Receivable
- Accounts Payable
- Journal Entries
- Reconciliations
- Accounts opening and closing
- Reporting and Documentation
- Cost Accounting
- Systems analysis skills
- Mathematics skills
- Payroll

### Certificates & Training (2019)

- Intuit Certification in QuickBooks
- Advanced Tally.ERP 9.0
- MOS Certification in Ms-Excel
- TallyACE Certification from TIL
- GST Accounting
- Gulf VAT Accounting
- SAP FICO Procedures
- Sage 50 Accounting
- QuickBooks Accounting
- ERP Concepts & Environment

### Personal Details

- Date Of Birth: 28-09-1998
- Nationality: Indian
- Languages: English & Malayalam.
- Notice Period: Immediate
- Visa Status: Tourist

### Work Experience

#### ACCOUNTANT

KAYYALA SUPERMARKET, Kerala, India

AUG 2021 - OCT 2023

- Handled accounts payable, accounts receivable & VAT filing.
- Prepared sales invoices, refund and agency commission checks
- Proofread and distributed various financial statements
- Took care of telephone inquiries and managed all written correspondence
- Maintained Cash flow, books of accounts for the day to day business transactions and controlled Expenses (Direct & Indirect)
- Assisted the accounting team with organizational and clerical tasks
- Updated day to day Sales entry, Purchase entry, Journal entry, Payment entry, Receipt entry, Contra entry in Tally ERP.9
- Created Sales & Purchase Reports for all Creditors & Debtors on weekly & monthly basis by analyzing and summarizing information

### Education

BACHELOR OF COMMERCE | 2015-2018

Calicut University | Kerala, India

PG DIPLOMA IN ENTERPRISE RESOURCE PLANNING (PGDERP) | 2019

IPA - The Institute Of Professional Accountants | Kerala, India

### Projects

ONLINE BUYING BEHAVIOR OF CONSUMERS

Calicut University | Kerala, India

### Computer Skills

- Working knowledge in XENO V2 & Tally ERP 9.0
- Sage 50, SAP - Business One, SAP-FICO & Quick Books
- Proficient in MS Office.

### Declaration

The details provided above are accurate to the best of my understanding.

Yours Sincerely  
Akshay TM