



RAJ MOHAN M

ACCOUNTANT

PROFILE

Detail-oriented and results-driven accounting professional with over 2 years of experience in managing financial operations, maintaining accurate records and ensuring compliance with statutory regulations. Proven expertise in accounts payable/receivable, GST and TDS filings, bank reconciliations and financial reporting. Adept at supporting audits, preparing budgets and working with cross-functional teams to streamline financial processes and enhance accuracy. Demonstrated ability to reduce outstanding payments and improve reporting efficiency through strong analytical skills and a proactive approach. Committed to maintaining confidentiality and high professional standards in all aspects of accounting.

WORK EXPERIENCE

Sep 2023 ACCOUNTANT

NANDILATH GMART KASARAGOD, KERALA, INDIA

Dec 2024

- Prepare and review daily financial entries to ensure accuracy and completeness in accounting records.
- Maintain ledgers, journals, and other financial documents in line with company procedures.
- Prepare monthly financial statements and submit them to the finance manager for analysis.
- Reduced overdue customer payments by 25% through regular follow-ups and improved tracking methods.
- Achieved 100% on-time GST filings for 6 consecutive months without errors.
- Monitor and update inventory accounts by coordinating with the warehouse and sales teams.
- Manage accounts payable by processing invoices and arranging timely vendor payments.
- Oversee accounts receivable by tracking customer payments and sending reminders for overdue accounts.
- Prepare and file monthly GST returns, ensuring timely compliance with tax regulations.
- Support statutory audit processes by compiling required reports and documentation.
- Maintain payroll records and assist in processing staff salaries and deductions.
- Reconcile cash and bank balances on a regular basis to ensure correct financial tracking.
- Improved reporting accuracy by 30% by streamlining interdepartmental data collection processes.
- Coordinate with other departments to gather financial data for internal reporting.

CONTACT

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- www.linkedin.com/in/rajmohan

KEY SKILLS

Financial Reporting	<div><div></div></div>
Accounts Payable	<div><div></div></div>
Accounts Receivable	<div><div></div></div>
Payroll Management	<div><div></div></div>
Budgeting & Forecasting	<div><div></div></div>
Inventory Control	<div><div></div></div>
Vendor Coordination	<div><div></div></div>
Cash Flow Management	<div><div></div></div>
Attention to Details	<div><div></div></div>
Team Work	<div><div></div></div>
Ledger Maintenance	<div><div></div></div>
Time Management	<div><div></div></div>
Bank Reconciliation	<div><div></div></div>
Internal Controls	<div><div></div></div>
Cost Analysis	<div><div></div></div>
Journal Entries	<div><div></div></div>

LANGUAGES KNOWN

- English
- Malayalam
- Tamil



EDUCATION

B.COM (CO-OPERATION) | 2018 - 2021

Kannur University, India

PLUS TWO | 2016 - 2018

Board of Higher Secondary
Examination, Kerala

SSLC | 2016

Board of Public Examination, Kerala



COMPUTER SKILLS

- Tally Prime
- Peachtree (Sage 50)
- QuickBooks
- Tradeasy
- MS Word, MS Excel, MS PowerPoint
- Scanning, POS techniques, Printing configuration, Filing, Writing to Disc, Internet training etc.



CERTIFICATIONS

VIBES (VIRTUAL INTERACTIVE BUSINESS EXPERIMENT SYSTEM)

Sreesankaracharya Computer Center,
Kasaragod, India



ACHIEVEMENTS

- Reduced month-end closing process time by 30% through implementation of streamlined reporting procedures.
- Ensured full compliance with GAAP standards across all financial documentation.
- Supported strategic planning by providing scenario-based financial forecasts.



PERSONAL DETAILS

D.O.B	06-01-2001
Nationality	Indian
Gender	Male
Marital Status	Single
Passport No	V4872472
Visa Status	Visiting Visa

Sep 2022

ASSISTANT ACCOUNTANT

SUMITH INDUSTRIES, KASARAGOD, KERALA, INDIA

Aug 2023

- Maintained accurate financial records by entering daily financial transactions into accounting software.
- Assisted in preparing monthly, quarterly, and annual financial reports for internal review.
- Reconciled bank statements and ensured timely resolution of discrepancies.
- Managed accounts payable and receivable processes, ensuring timely invoicing and payments.
- Assisted with GST filing and tax preparation in compliance with statutory requirements.
- Supported the senior accountant in the preparation of budgets and forecasting reports.
- Handled petty cash transactions and maintained records for office expenses.
- Maintained organized documentation of all financial statements and audit files.
- Helped in inventory valuation and maintained proper records of raw materials and finished goods.
- Monitored day-to-day transactions and ensured accuracy in ledger entries.
- Reduced outstanding vendor payments by 20% through improved invoice tracking and follow-up.
- Contributed to a 15% decrease in data entry errors by implementing a new double-check system for financial transactions.
- Supported payroll processing by verifying attendance and leave records.
- Communicated with vendors and customers regarding outstanding balances and payment terms.



HOBBIES

- Music
- Travelling
- Movies



DECLARATION

Hereby declared that the above particulars of facts and information stated are true, correct and complete to the best of the belief and knowledge.

RAJ MOHAN M