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Objective

To seek a responsible and challenging position within a reputed organization in the field of Accounts and invest all my professional skills, qualifications and experience to the optimum level to facilitate continued career growth and to produce best results for the Organization

Profile summary:

- ☐ Hold **4+ years** of experience in Accounts
- ☐ Hold a Bachelor Degree in Commerce (B. Com)
- ☐ Well versed in using international and local accounting packages like Tally, Peachtree other customized accounting software & MS-Office, Internet.
- ☐ Having good experience in India as an accountant
- ☐ Friendly, enthusiastic and committed team player.
- ☐ A Quick learner and uses initiative to meet and resolve challenges.

Work Experience in India

Organization : CHARTERED ACCOUNTANT FIRM, INDIA.
Designation : Accountant
Duration : 2017-2018

Organization : Mkh Venture ,Kerala
Designation : Accountant
Duration : March 2018 - June 2020

Organization : J - one Furniture & Home Decor, Kerala
Designation : Accountant
Duration : September 2020 - November 2022

Key Responsibilities:

- ☐ Handling Statements Of Different Branches Of The Company
- ☐ Coordinate & provide support for all accounting activities for the company
- ☐ Prepare monthly / weekly and other periodical financial& other management reports
- ☐ Handle accounts up to finalization & prepare Profit and Loss account & Balance sheet
- ☐ Maintain Accounts Receivable & Payable ledgers, checking, verifying and posting supplier/vendors invoices.
- ☐ Petty cash handling & other Administration works as required by the department
- ☐ Generated income statements and prepared balance sheets, general ledger, checks and reports

- ☐ Entering sale bills purchase bills and calculation of Incentives for all Employees of the Firm
- ☐ Calculation of sale tax, purchase tax of the firm and make the payment of the tax
- ☐ Prepare Bank Reconciliation
- ☐ Maintain stock list of All products in the firm and updating on time
- ☐ Carrying out administrative duties and ensuring Managing Director and relevant people have all sufficient financial information in order to implement business decisions
- ☐ Work collaboratively with other departments to achieve shared goals

Key Responsibilities in Chartered Accountant Firm

- ☐ Prepare accounts for different types of companies up to finalization.
- ☐ Prepare separate report Accounts Payable and Receivable for different firms
- ☐ Analyze monthly report of different companies and report to the Chartered Accountant
- ☐ Find the Liquidity, Safety, Profitability and Efficiency of the companies with the help of Ratios
- ☐ Report comment and suggest to the Chartered Accountant
- ☐ Analyze accounts payable and receivables functions for all the firms and inform them.
- ☐ Coordinate with statutory/government bodies for tax related purpose.
- ☐ Prepare and analyze cash flow statement of the different companies
- ☐ Analyze quarterly, half yearly and annually company accounts and reports.
- ☐ Monitored and recorded company expenses and incomes.

Academic Qualification

- ☐ Bachelor of Commerce – B.Com (Kannur University)
- ☐ Diploma in Computer Application –DCA.
- ☐ Diploma in Practical Accounting.

Technical Skills

- ☐ Accounting packages –Tally, Peachtree, Quick Books, Wings
- ☐ Proficiency in MS Office (excellence knowledge in EXCEL)
- ☐ Knowledge of Typing Computer and Manual (English)

Personal Information

Marital Status	Single
Date of Birth	28-09-1995
Nationality	Indian
Languages	English, Hindi and Malayalam, Arabic can Read and Write
Visa Status	Visit Visa