



# SHAMMAS KC

## ACCOUNTANT

Experienced Accountant expertise in reconciliation, streamlining accounts and financial planning. Highly motivated professional with a proven track record of delivering accurate reports and high quality service. Possess a comprehensive undertaking of all aspects of accounting and financial planning. A dedicated leader with the ability to lead effective teams in attaining profit improvements. Seeking an opportunity of accountant in a well established organization where I can leverage my skills and knowledge.

### PERSONAL DETAILS

Mobile No : +971 561499546  
Email ID : shammukc@gmail.com  
Address : Kerala , India  
Nationality : Indian  
D.O.B : 17/11/1994  
License : Valid Indian License

### ACADEMIC CREDENTIALS

**Bachelor of Commerce**  
Kannur University

2012 **Higher Secondary**  
Higher Secondary Board Kerala

2010 **SSLC**  
Public Examination Kerala

### COMPUTER PROFICIENCY

- Tally ERP 9
- Microsoft Navision
- MS Excel
- MS Word
- Power Point

### LANGUAGES KNOWN

- English
- Malayalam
- Tamil

### PASSPORT DETAILS

Passport No : N9463545  
Date of Issue : 15/04/2016  
Date of Expiry : 14/04/2026  
Place Issued : Calicut

### KEY SKILLS

- Financial statement
- Financial Reporting
- Auditing
- Analytical Skill
- Reconciliation
- Tally
- Ledger Management
- Excel
- Payroll Management
- Accounts Payable
- Data Analysis
- Cash Flow Management

### EXPERIENCES

❖ **ACCOUNTANT CUM SUPERVISOR** 2020 JUN – 2023 OCT  
**CENTURY INTERLOCK AND HOLLOWBRICKS | KERALA**

#### KEY RESPONSIBILITIES

- Oversaw financial activities, including budgeting, forecasting, financial planning, and analysis of financial data to provide insights and recommendations for decision-making.
- Managed and maintained accurate financial records, including accounts payable, accounts receivable, ledgers, and general journals. Ensured compliance with accounting principles and standards.
- Prepared and presented regular financial reports, including profit and loss statements, balance sheets, cash flow statements, and other financial analyses, to provide insights into the company's financial health.
- Coordinated with internal and external auditors during audit processes, ensuring timely submission of required documents and facilitating a smooth audit.
- Ensured compliance with tax regulations, including preparation and submission of tax returns, managing tax payments, and staying updated with tax laws and changes.
- Managed cash flow to ensure adequate funds for daily operations, investments, and future financial obligations.
- Oversaw payroll processing, including calculating salaries, deductions, taxes, and other related activities, to ensure accurate and timely payroll disbursement.
- Conducted financial analysis to identify trends, variances, and areas for improvement. Used this analysis to develop financial strategies and plans to enhance the company's financial performance.

## CERTIFICATIONS

- Financial accounting: Tally, MS Office, Peachtree, Quick book
- Hotel management: National School of Hotel Management.

## ACHIEVEMENTS

- In 2020 joined at CENTURY INTERLOCK AND HOLLOWBRICKS as an accountant and after seeing my performance and skills the management first promoted me as the SUPERVISOR of the firm.

## ❖ SALES AND ACCOUNTS

DEC 2019

### COUSINS TRADERS KERALA

- Actively participated in the sales process, including prospecting, lead generation, and customer acquisition.
- Conducted market research and identified potential customers to target for sales initiatives.
- Prepared and delivered sales presentations to potential clients, showcasing products and services offered by the company.
- Cultivated and maintained strong relationships with customers, addressing their inquiries, concerns, and needs promptly and professionally.
- Followed up with clients to ensure customer satisfaction and gather feedback for service improvement.
- Managed order processing, from order placement to fulfillment, ensuring accuracy and timely delivery to customers.

## ❖ ACCOUNTANT CUM CLERK

6 MONTHS

### DARUL HASANATH ENGLISH MEDIUM SCHOOL KERALA

- Maintained accurate and up-to-date financial records for the school, including income, expenses, and financial transactions.
- Recorded financial data in ledgers, journals, and accounting software, ensuring all financial information is organized and easily accessible.
- Managed accounts payable by verifying and processing invoices, and accounts receivable by issuing invoices and tracking payments from students or parents.
- Reconciled bank statements to ensure that the school's financial records matched with bank transactions and balances.
- Tracked and controlled expenses related to the school's operations, including utilities, supplies, and other day-to-day expenses.

## DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

**SHAMMAS KC**