

Devarajan Aswin Thampi

Accountant

Proactive and results-oriented Accountant with a solid background in financial reporting and analysis, honed at Sree Gokulam Motors and Services Pvt Ltd. Excelled in ERP systems and problem-solving, significantly enhancing financial accuracy and efficiency. Demonstrated expertise in bank reconciliation and customer relations, achieving streamlined financial processes and improved client satisfaction. Detail-oriented Accountant with 3 years effectively maintaining accurate accounting information for large-scale financial organizations. History working as part of financial team to manage diverse financial functions, tax management and reporting. Works closely with executive management on complex mergers and acquisitions and divestitures.

Work History

2021-05 -
2024-10

Accountant

Sree Gokulam Motors and Services Pvt Ltd, Kerala, India

- Handled day-to-day accounting processes to drive financial accuracy.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Gathered financial information, prepared documents, and closed books.
- Reconciled accounts and reviewed expense data, net worth, and assets.
- Maintained up-to-date knowledge on professional accounting standards to manage financial recordkeeping.
- Detected and corrected mistakes early on and implemented systems to avoid recurring issues.
- COLLECTION RECEIPT**
1.Make receipt in CRM for collection through various mode namely Cash, Cheque and Credit card and deposit to Bank on next working day.
2.Collection of form 60/Pan card for cash collection more the Rs.50000.00. with related documents.

Contact

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Al Soor Residence Ajman
United Arab Emirates

Phone

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E-mail

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WWW

<https://bold.pro/my/devarajanaswin-thampi/200r>

Skills

- Bookkeeping 
- Bank Reconciliation 
- Accounts Payable and Receivable 
- General Ledger Entries 
- General ledger accounting 
- ERP systems proficiency 
- Administrative Support 
- Year-end close 
- Problem-Solving 
- Bookkeeping and

3. Make manual receipt for Used car related collection and updation of same in Oracle on regular basis.

4. ASSIGN ENTRIES FOR INSURANCE RENEWAL IN ORACLE AND FORWARD THOSE DETAILS FOR PAYMENT PROCESS"

COLLECTION REPORT

Sending daily collection report to HO and same collection report separate format to GM & Sales Head & Sales Manager.

FUND TRANSFER

Updating of Fund transfer entries in Tally on regular basis.

PETTY CASH & IMPREST ADVANCE

Petty cash entry updation in Oracle on regular basis.

Maintainance of Imprest advance schedule on regular basis and circulating to concerned department for to settle the overdue advance.

RECONCILIATION

Reconciliation of Collection ledgers like Cash, Cheque, Credit Card and petty cash on monthly basis and Co-ordination with HO for closing their BRS.

FOLLOW UP WITH DOOR DELIVERY VEHICLE PAYMENTS

GATE PASSES(RGP/NRGP) and FEED BACK FORMS & VEHICLE DELIVERY

CHECK ALL RETURNABLE AND NON-RETURNABLE GATE PASSES WITH SECURITY REGISTER.

RECEIVE FEED BACK FORMS FROM CUSTOMERS FOR THE SERVICE PROVIDED.

Education

2023-10 -
2024-04

No Degree: Tally Essential Comprehensive

Kerala Academy For Skills Excellence - Kerala ,India

- Ranked 75% in Class

Reconciliation



Microsoft Office



Customer Relations



Accounting and bookkeeping

Personal Details

Date of Birth: 04/07/1999

Nationality: Indian

Marital Status: Single

Visa Status: Visiting Visa

Gender: Male

Religion: Hindu

Passport: W3242942

Software

Tally Prime Version 4.0



Microsoft Excell



Microsoft Word



Languages

English



Hindi



Malayalam



- Final Grade A

2020-06 -
2022-09

MBA: Human Resources Management

*Annamalai University - Annamalai Nagar
Chidambaram , Tamil Nadu*

- Final Grade: 75 %

2020-08 -
2022-01

No Degree: Diploma in Shipping And Logistics

*Centre For Continuing Education Kerala -
Mavelikara , Kerala -India*

- Final Grade: 90%

2017-06 -
2020-09

BBA: Business Administration

Kerala University - Thirivandrum ,Kerala India

- Final Grade: 44%

Interests

Driving

Traveling

Swimming

Adventure Trekking