

SYAM B KRISHNAN

ACCOUNTANT



PROFILE

Nationality : Indian

Gender : Male

Date of Birth : 16-09-1996

Marital Status : Single

CONTACT

PHONE: +97156-7820558

EMAIL : syambk96@gmail.com

PASSPORT DETAILS

Passport Number : N3917474

Place of Issue : COCHIN

Date of Issue : 21/10/2015

Date of Expiry : 20/10/2025

LANGUAGE

- English
- Malayalam

EDUCATIONAL QUALIFICATION

M.COM

UNIVERSITY OF CALICUT

Master of Commerce

2016 – 2018

B.COM

UNIVERSITY OF CALICUT

Bachelor of Commerce

2013 – 2016

WORK EXPERIENCE

LULU GROUP INTERNATIONAL 2020 – PRESENT **GENERAL ACCOUNTANT** **Responsibilities includes**

(a) Payable Management:

- ☐ Preparation of vendor wise reconciliation on a monthly basis before processing payments.
- ☐ Preparation of cheques and ensuring that all the payments are made with necessary supporting.

SKILLS

- SAP FICO Module
- Tally ERP 9
- MS Excel
- File/Records Maintenance
- Tax Preparation
- Report Generation and Analysis

EXPERTISE

- Accounts Payable
- Accounts Receivable

DRIVING LICENCE

- UAE Light Vehicle

☑ Proper follow up with vendors, in case of any concerns and ensuring smooth running of the payable cycle.

☑ Ensuring that all payments are made according to agreed credit period terms and deduction of agreed percentage of purchase rebates.

(b) Invoice Authorization and preparation:

☑ Authorization of tax invoices by ensuring the compliance with FTA provisions and classifying them into concerned tax heads.

☑ Preparation of GR/IR reconciliation on month end and thereby ensuring 100% accounting of invoices.

☑ Issuing tax credit notes to suppliers in case of any goods returned.

(c) Cash and Bank Management:

☑ Cash issuing and end of the day closing of cashiers

☑ Daily cash sale deposit in to bank.

(d) Payroll Management

☑ Monitored and processed all aspects of payroll for more than 300 employees, ensuring that all policies

☑ Maintaining employee related payroll files

☑ Calculate salary, reviewed employee benefits and deduction

☑ Prepared payroll report, analysed data for higher management

(e) Other related works:

☑ Responsible for sales, purchases, bank, cash and other entries

NISSAN MOTORS (INDIA) - 2018-2019

1 year experience as sales representative

DECLARATION

I hereby declare that all the information mentioned above is true to the best of my knowledge

SYAM B KRISHNAN