

VIKHIL

SENIOR ACCOUNTANT

Highly skilled and motivated finance professional with experience as a Senior Accountant, Branch Accountant, Accounts Assistant, and in Administration and Accounts roles. Demonstrated expertise in financial management, budgeting, and financial reporting. Proven ability to handle complex accounting tasks and provide accurate financial analysis. Adept at collaborating with cross-functional teams to achieve organizational goals. Strong organizational and problem-solving skills, with a keen eye for detail. Seeking opportunities to leverage diverse accounting backgrounds to drive efficiency and contribute to the financial success of a dynamic organization.

KEY SKILLS

Team Work

Work Ethic

Communication

Leadership

Organization skills

Time Management

Interpersonal ability

Detail Oriented

Punctual

Quick Learner

Hardworking

Analytic Skills

EMPLOYMENT CHRONICLE

SENIOR ACCOUNTANT | 2020 -2023 Nov

OMAN TRADING EST. LLC, MUSCAT OMAN

MITTCO TRADING AND EXPORT, SHARJAH UAE

(SUHAIL BAHWAN GROUP OF OMAN)

- Prepare quarterly incentives for sales employees.
- Coordinate with branch accountants, and review and authorize their accounting documents.
- Generate service contract reports and analyse gains or losses to the company.
- Verify bank statements and reconcile various bank accounts and customer accounts.
- Process vehicle invoice reversals after verification.
- Scrutinize employee cash advances and settlements periodically.
- Prepare ageing reports for Legal & Credit and collection divisions.
- Ensure smooth daily accounts receivable activities, including cash/bank collections and receipt posting.
- Verify and post written off & goodwill entries for various divisions.
- Analyse and post-in-house finance foreclosure JVs.
- Support the department during annual financial closing and statutory audits.

BRANCH ACCOUNTANT | 2010 - 2020

OMAN TRADING EST. LLC (SUHAIL BAHWAN GROUP OF OMAN.)

- Manage branch-level accounting operations and financial transactions.
- Overseeing financial operations for the in-house finance activities of the automotive and home appliance sectors.
- Ensure accurate and timely recording of financial data and transactions.
- Prepare and maintain financial reports and statements for the branch.

CONTACT

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Kerala, India

ACADEMIC CREDENTIALS

B.COM -BACHELOR OF COMMERCE

- University of Calicut

HIGHER SECONDARY

- Board of Higher Secondary Examination, Kerala, India

SSLC

- Board of Public Examination, Kerala, India

CERTIFICATION

- Certification on SAP (Finance & Controlling)
- Advance Diploma in Computerised Accounting (Tally9.0, QuickBooks, Peachtree & MS-Excel)
- MS Office (MS Excel, Word, Outlook)

LANGUAGES KNOWN

English 90 %

Malayalam 100 %

Hindi 90 %

Arabic 60 %

PROFESSIONAL SKILLS

- Financial Analysis
- Financial Management
- Accounts Receivable & Payable
- Reconciliation
- Cost Reduction Strategies
- Auditing & Compliance
- System Maintenance
- Data Analysis
- Accounting Coordination
- Ledger Management and Finalization
- Purchase and Sales Management



DRIVING LICENSE DETAILS

Holder of Valid Indian & Oman Driving License

PERSONAL DOSSIER

Gender : Male
Date of Birth : 20.05.1987
Nationality : Indian
Marital Status : Married

INTERESTS

 Songs  Travelling

REFERENCE

- Available upon request

- Coordinate with head office and other branches for smooth accounting processes.
- Conduct regular audits to verify the accuracy and completeness of financial records.
- Assist in budgeting and financial planning for the branch.

ACCOUNTS ASSISTANT | Aug 2008 - Apr 2010
TAX PRACTITIONER FIRM, (REG30/96) RAMESHAN PV, INDIA

- Handle ledger preparation and manage accounts up to finalization.
- Deputed to client’s firm (MARBLE PALACE) for maintaining their daily accounts activities in line.
- Prepare and file VAT and Sales tax returns.
- Reconcile bank statements and maintain Bank Reconciliation Statements.
- Verify invoices for audit compliance.
- Post Purchase and Sales invoices.
- Manage petty cash and daily accounts.

ADMINISTRATION AND ACCOUNTS | Feb 2009 - Apr 2009
MARBLE PALACE, KANNUR, INDIA

- Prepare and allocate daily/weekly wages to staff members.
- Verify and reconcile invoices with cash collections and bank credits.
- Process purchase requests and maintain purchasing logs.
- Generate aging reports to analyse and control customer receivables.
- Coordinate with suppliers to ensure timely delivery of goods.

ACCOUNTS ASSISTANT | Feb 2008 - July 2008
BIG BAZAR RETAIL FABRICS SHOWROOM, INDIA

- Verify and post daily sales billing transactions.
- Calculate purchase rates and price extensions accurately.
- Handle day-to-day bank transactions.
- Review and compare quotations, submitting them to management.
- Process vendor invoices and maintain an up-to-date system

ACHIEVEMENTS

- Successfully converted some outside service operations to in-house, reducing costs.
- Provided valuable input on application design to streamline transactions and save time.
- Efficiently resolved branch-level issues.

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.