



AKASHRAVI

Accountant

Contact

- +0527821301
- akashravivadakkayil@gmail.com
- UAE

Educations

Certificate in Accounting Technician

The Institute of Cost Accountants of India

Certification in Logistics and Production

Post Graduate Diploma in Indian and Foreign Accounting

Bachelor of Commerce

Calicut University - Pursuing

Higher Secondary Education

Govt of Kerala

Skills

- Financial Analysis
- Bookkeeping
- Taxation Knowledge
- Auditing and Compliance
- Communication and Reporting
- Attention to Detail
- Problem-Solving Skills
- MS Excel
- Data Entry
- Billing
- Vat
- Journal Entry
- Accounts Payable
- Reconciliation
- Time Management
- Data Analysis

Technical Skills

- MS Office
- Tally Prime

Personal Information

Gender : Male
Nationality : Indian
Date of Birth : 27/10/1998
Marital status : Unmarried
Passport No : V 8567680

Profile Summary

Experienced accountant adept in financial analysis, bookkeeping, and auditing. Skilled in optimizing voucher processing systems, resulting in a 15% cost reduction and ensuring punctual payments. Detail-oriented record-keeper with strong compliance knowledge and MS Excel proficiency. Demonstrated efficiency and accuracy in financial management.

Experiences

ACCOUNTANT

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Jan/2021 - Jan/2023

- Implemented rigorous validation processes for cash receiving, payment vouchers, purchase vouchers, sales vouchers, and journal vouchers, leading to a significant reduction in financial discrepancies and streamlined reconciliation procedures.
- Optimized payment voucher processing system, leading to a 20% reduction in payment processing time and ensuring timely vendor payments.
- Maintained meticulous records and documentation for all financial transactions, resulting in smooth and successful audits with zero major findings.
- Identified and implemented cost-saving measures within the voucher management system, resulting in a 15% decrease in operational expenses related to voucher processing.
- Implemented efficient cash receiving procedures, resulting in a 25% improvement in cash flow management and minimized instances of discrepancies.
- Implemented a vendor payment tracking system, ensuring vendors are paid accurately and on time, leading to enhanced vendor satisfaction and improved negotiation terms.
- Ensured accuracy in sales and purchase voucher entries, leading to precise financial reports and aiding in strategic decision-making processes.
- Spearheaded the automation of voucher processing workflows, reducing manual errors by 30% and improving overall departmental efficiency.
- Monitored and ensured compliance with tax regulations and accounting standards, resulting in error-free financial statements and adherence to legal requirements.

Awards and Achievements

- School leader during Higher Secondary Education
- Volunteer in College events

Languages

- English
- Malayalam
- Hindi
- Tamil

Certification and Training

- Certified in Typing with a proficiency certificate. Exceptional skills in typing accuracy and speed. Proficient in various typing techniques.
- Successfully Completed Office Management course