



ABHIJITH. P

Accountant

PERSONAL SUMMARY

An enthusiastic account personnel with the necessary drive and determination to handle accounting. Possessing effective organizational skills and excellent knowledge of accounting software and having a commitment to keep up to date with the latest developments.

Now looking for a new and challenging Accounts Executive position, one which will make best use of my existing skills and also further my development.

ACADEMIC QUALIFICATION

- Master of Commerce -Kannur University, India 2015
- Bachelor of Commerce- Kannur University, India 2013

WORK EXPERIENCE

➤ Accountant

M/s REDHA AL ANSARI EXCHANGE, Dubai, UAE.
Period : 19.Jun.2021 to 15.July.2023

➤ Accountant

M/s MARUTI SUZUKI INDIA LIMITED, Bangalore, India
Period : 01.Sep.2018 to 24.Dec.2019

➤ Accountant

M/s GRACE RAICE BUILDERS, Kerala, India.
Period : 01.Sep.2017 to 15.May.2018

SOFTWARE KNOWLEDGE



ORACLE



CONTACT ME

Location : Dubai, UAE

Mobile : +971-565839578

Mail : abhijithp051@gmail.com

Date of Birth : 10-12-1992

Marital Status : Single

Visa Status : Cancelled Visa

Immediately Available to Join

AREAS OF EXPERTISE

- SAP
- ORACLE
- TALLY
- Microsoft Office
- Accounts Payables
- Bank Reconciliation
- Account Reconciliation

PERSONAL SKILLS

- Team player
- Hard worker
- Quick learner
- Patience
- Self-motivated
- Self confident
- Ability to work with a team for achieving the deadline for the execution of work
- Ability to work under pressure
- Attention to detail

LANGUAGES

- English ●●●●
- Hindi ●●●●
- Malayalam ●●●●

EXTRA CARICULAR ACTIVITIES

Sports (Cricket, Football)
Travelling, Music

JOB RESPONSIBILITIES:

- Keeping track of all payments and expenditures including payrolls, invoices, statements etc.
- Paying vendors by scheduling pay cheques and ensuring payment is received.
- Preparation of Purchase Order, Receipt and Payment Advise.
- Verifies vendor accounts by reconciling monthly statement and related transactions.
- Preparing of cheques, payment vouchers and petty cash vouchers.
- Post and process entries to ensure all business transactions are recorded.
- Update accounts payable and perform reconciliation
- Update accounts receivable and issue invoices.
- Reimbursement of petty cash and keeping confirmations.
- Assisting with month end closing procedures.
- Assist in Budget planning and allocation of budget to various accounts and cost center.
- Ensure that all the necessary documents are completed and approved before payments are executed.
- Liability booking at the time of Month, Quarter and Year end.
- Generate financial report to management.
- Timely closure of weekly, monthly, annual accounts.
- Preparation of Bank Reconciliation statement.
- Various Account Reconciliations.
- Participate in quarterly and annual audit.
- Reconciles processed work by verifying entries and comparing system reports to balances.
- Reports VAT by calculating requirements on paid invoices.
- TDS calculation preparation and payment.
- Day to day accounting and Taxation work.

DECLARATION:

I hereby declare that above mentioned particulars are true to my knowledge and belief.

ABHIJITH.P