



# SHAMMAS KC

## ACCOUNTANT

Experienced Accountant expertise in reconciliation, streamlining accounts and financial planning. Highly motivated professional with a proven track record of delivering accurate reports and high quality service. Possess a comprehensive undertaking of all aspects of accounting and financial planning. A dedicated leader with the ability to lead effective teams in attaining profit improvements. Seeking an opportunity of accountant in a well established organization where I can leverage my skills and knowledge.

### PERSONAL DETAILS

Mobile No : +971 561499546  
Email ID : shammukc@gmail.com  
Address : Kerala , India  
Nationality : Indian  
D.O.B : 17/11/1994  
Marital Status : Married  
License : Valid Indian License

### ACADEMIC CREDENTIALS

**Bachelor of Commerce**  
Kannur University

2012 **Higher Secondary**  
Higher Secondary Board Kerala

2010 **SSLC**  
Public Examination Kerala

### COMPUTER PROFICIENCY

- Tally ERP 9
- Microsoft Navision
- MS Excel
- MS Word
- Power Point

### LANGUAGES KNOWN

- English
- Malayalam
- Tamil

### PASSPORT DETAILS

Passport No : N9463545  
Date of Issue : 15/04/2016  
Date of Expiry : 14/04/2026  
Place Issued : Calicut

### KEY SKILLS

- Financial statement
- Financial Reporting
- Auditing
- Analytical Skill
- Reconciliation
- Tally
- Ledger Management
- Excel
- Payroll Management
- Accounts Payable
- Data Analysis
- Cash Flow Management

### EXPERIENCES

❖ **MANAGER CUM ACCOUNTANT** 2020 JUN – 2023 OCT  
**CENTURY INTERLOCK AND HOLLOWBRICKS | KERALA**

#### KEY RESPONSIBILITIES

- Oversaw financial activities, including budgeting, forecasting, financial planning, and analysis of financial data to provide insights and recommendations for decision-making.
- Managed and maintained accurate financial records, including accounts payable, accounts receivable, ledgers, and general journals. Ensured compliance with accounting principles and standards.
- Prepared and presented regular financial reports, including profit and loss statements, balance sheets, cash flow statements, and other financial analyses, to provide insights into the company's financial health.
- Coordinated with internal and external auditors during audit processes, ensuring timely submission of required documents and facilitating a smooth audit.
- Ensured compliance with tax regulations, including preparation and submission of tax returns, managing tax payments, and staying updated with tax laws and changes.
- Managed cash flow to ensure adequate funds for daily operations, investments, and future financial obligations.
- Oversaw payroll processing, including calculating salaries, deductions, taxes, and other related activities, to ensure accurate and timely payroll disbursement.
- Conducted financial analysis to identify trends, variances, and areas for improvement. Used this analysis to develop financial strategies and plans to enhance the company's financial performance.

## CERTIFICATIONS

- Financial accounting: Tally, MS Office, Peachtree, Quick book
- Hotel management: National School of Hotel Management.

## ACHIEVEMENTS

- In 2020 joined at CENTURY INTERLOCK AND HOLLOWBRICKS as an accountant and after seeing my performance and skills the management first promoted me as the SUPERVISOR and then promoted me as the MANAGER of the firm.

## ❖ SALES AND ACCOUNTS

DEC 2019

### COUSINS TRADERS KERALA

- Actively participated in the sales process, including prospecting, lead generation, and customer acquisition.
- Conducted market research and identified potential customers to target for sales initiatives.
- Prepared and delivered sales presentations to potential clients, showcasing products and services offered by the company.
- Cultivated and maintained strong relationships with customers, addressing their inquiries, concerns, and needs promptly and professionally.
- Followed up with clients to ensure customer satisfaction and gather feedback for service improvement.
- Managed order processing, from order placement to fulfillment, ensuring accuracy and timely delivery to customers.

## ❖ ACCOUNTANT CUM CLERK

6 MONTHS

### DARUL HASANATH ENGLISH MEDIUM SCHOOL KERALA

- Maintained accurate and up-to-date financial records for the school, including income, expenses, and financial transactions.
- Recorded financial data in ledgers, journals, and accounting software, ensuring all financial information is organized and easily accessible.
- Managed accounts payable by verifying and processing invoices, and accounts receivable by issuing invoices and tracking payments from students or parents.
- Reconciled bank statements to ensure that the school's financial records matched with bank transactions and balances.
- Tracked and controlled expenses related to the school's operations, including utilities, supplies, and other day-to-day expenses.

## DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

**SHAMMAS KC**