



ABHINAV P

Accounts Specialist

Profile

Experienced Accounts Specialist with a strong background in managing accounts, preparing financial statements, and ensuring compliance with regulatory standards. With an analytical mindset and keen attention to detail, I am committed to driving efficient financial operations and supporting long-term financial health. I bring a proactive approach to identifying opportunities for cost savings and process improvement

Contact

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+91 9526726614

kannur , Kerala , India

Education

- **Higher secondary**
National Institute of open schooling
Completed in 2019
- **SSLC**
GHSS Chittariparamba
Completed in 2015

Professional Skill

- Tally
- Peachtree
- Quickbook
- MS Excel
- Tradeasy
- MS Word

Awards

Oct 2023 | ALMAS TRADING

The Best Employee of the Year

Languages

- MALAYALAM
- ENGLISH
- HINDI
- Tamil

Work experience

TALAL GROUP OF COMPANIES – Dubai , UAE

Administrative Assistant / Accounts Executive

Oct 2024 – Mar 2025

Google Sheets (Advanced formulas, data validation, financial tracking).

Business process automation (billing, salary calculation).

Basic accounting and reconciliation.

Purchase and sales record keeping.

AROOM INTERIOR INDIA , KERALA

Office staff

Aug 2023 – Oct 2024

Process, verify, and reconcile invoices and payments. Ensure timely payments and collections, handling issues with suppliers and clients as necessary. Maintain accurate records of transactions in the accounting software.

ALMASS TRADING INDIA , KERALA

Accountant

Feb 2022 – Feb 2023

Prepare and analyze monthly, quarterly, and annual financial statements, including income statements, balance sheets, and cash flow statements. Provide insights into financial performance and identify trends, helping management make informed decisions.

Assist in preparing budgets, monitoring expenses, and providing projections for future financial planning.

Track variances between budgeted and actual spending, explaining discrepancies.

Certifications

- DIPLOMA IN VIBES LOGISTICS (supply
- chain management) FINANCIAL
- ACCOUNTS WITH TAX BUSSINESS
- MANAGEMENT

Self Declaration

I, Abhinav P,, hereby declare that all the information provided in this resume is true and accurate to the best of my knowledge. I understand that any false information or misrepresentation may result in consequences, and I am fully responsible for the details provided herein.

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