

HAMSU K M

ACCOUNTANT

Phone

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E-Mail

madapuramhamsu@gmail.com

Location

Kerala, India

SUMMARY

Dedicated and detail-oriented Accountant with hands-on experience in financial reporting, tax filing, and bank reconciliation. Proficient in ERP systems such as Tally and Excel, with strong knowledge of GST, TDS, and income tax regulations. Skilled in managing accounts payable/receivable, preparing financial statements, and supporting audits. Currently pursuing M.Com and seeking to apply financial expertise and compliance skills in a dynamic banking environment.

EDUCATION & CERTIFICATION

Bachelor of Computer Application (BCA) (In Progress)

Manipur University, Jaipur

TallyEssential Level 1 – Tally Education Pvt. Ltd

Active Edu Technologies India Pvt. Ltd., Bengaluru | Completed on: 12 August 2024

SAP Finance & Controlling (FI-CO) Power User Course

Active Education Technologies (AET) – Completed March 20, 2024

SAP DSL ID: AET-BP_FI-4753 | Verification: verify.activeedu.com

Diploma in Accounting, VAT & GST with Tally Prime

AXIONZ Group of Institutions – February 2023 to July 2023

- Covered UAE VAT, GST, Zoha Book and Tally Prime functions
- Topics: GST Mechanism, E-way Bills, GST Filing, VAT Returns, Receivables/Payables, Inventory, Order Processing, Pivot Tables, and Excel Charts

Diploma in Indian and Foreign Accounting

ICS-India Group of Institutions, Palakkad -December 2021 – March 2022

Software Skills: Microsoft Word, Microsoft Excel, Tally, QuickBooks, Peachtree

PROFESSIONAL EXPERIENCE

Private Household | Saudia Arabia

House Driver | 2024 - Current

- Safely transported family members, guests, and VIPs to various destinations, ensuring punctuality and professionalism.
- Achieved a 100% safety record with zero accidents or traffic violations
- Monitored and renewed vehicle documents such as insurance, registration, and maintenance schedules.

ACM Enterprises | Maharashtra, India

Accountant | 2021 - 2023

- Managed accounts payable and accounts receivable processes, including invoice processing, aging analysis, and credit control.
- Conducted bank reconciliations, resolved discrepancies, coordinated with financial institutions for seamless cash flow operations.
- Utilized Tally ERP, MS Excel, and accounting software to maintain up-to-date financial records and generate financial reports.

Marketing Manager | 2019 - 2021

- Developed and implemented marketing strategies to boost product awareness and drive sales growth by over 25%
- Managed digital marketing efforts including SEO, email marketing, and social media advertising.
- Collaborated with sales and product teams to launch promotions, offers, and seasonal campaigns.

SWAGAT Hotel | Maharashtra, India

Accountant Cum Cashier | 2017 - 2019

- Maintained accurate day-to-day financial transactions including accounts payable/receivable and cash flow monitoring.
- Assisted in monthly closing and preparation of financial reports for management review.
- Ensured proper documentation and filing of financial records and tax documents.

TECHNICAL SKILLS

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|---|--|
| • CMA USA (Certified Management Accountant) | • Python developer with React.js |
| • Data Analytics | • ERP Systems (Tally, Excel, QuickBooks, Peachtree and GST Software) |
| • Frontend Development | • Tax Preparation (VAT, GST, etc.) |
| • Backend Development | |
| • Full Stack Development | |

SOFT SKILLS

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|--|-----------------------------------|
| • Auditing & Compliance | • Accuracy & Attention to Detail |
| • Communication & Client Coordination | • Time Management |
| • Bank Reconciliation & Statement Analysis | • Analytical Thinking |
| • General Ledger Accounting | • Bookkeeping & Ledger Management |

LANGUAGES

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|-------------|---------|
| • English | • Hindi |
| • Arabic | • Urdu |
| • Malayalam | |