

# 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

**Tally Essential 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](https://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 | Saudi 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)
- Data Analytics
- Frontend Development
- Backend Development
- Full Stack Development
- Python developer with React.js
- ERP Systems (Tally,Excel,QuickBooks, Peachtree and GST Software)
- Tax Preparation (VAT, GST, etc.)

## **SOFT SKILLS**

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

## **LANGUAGES**

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- English
- Hindi
- Arabic
- Urdu
- Malayalam