

# AKHILA B

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Date of Birth : March 6<sup>th</sup> 1992  
Status : Married  
Nationality : Indian



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## **CAREER OBJECTIVE**

A highly motivated young and creative self-starter, with a proven record of success with progressively increasing responsibilities. Graduated in Bachelor of Business Management, Computer literate in a variety of Software Applications, good typing speed. Project a positive, personable and professional image at all times.

## **PROFILE SUMMARY**

- 10+ year of experience in handling accounting & finance responsibilities with reputed companies in India and UAE
- Hold Bachelor in commerce (BBM) & well versed in DTP software
- Well versed in a computerized accounting (Tally)& MS office application
- Have detailed knowledge of accounting procedures, finalization, finance management, liaison with banks, develop & nurture client relationship and budgeting aspects.
- Through knowledge of VAT procedures
- Possess demonstrated ability to work effectively and congenially with employees at diverse levels. /Strongly commercial with excellent communication and influencing skills.
- A good team player with excellent communication & interpersonal skills.
- Can multi-task & work under pressure and meet deadlines.

## **PROFESSIONAL EXPERIENCE**

### **Sleep Well Distributors Mangalore worked as “Accountant”-(2012-2013)**

- Support Accounting department by performing clerical tasks, including processing and recording transactions.
- Preparing reports, fielding communication with clients and vendors, fact checking, filing, and other duties, as needed.
- Prepare and send invoices, credit memos, and purchase orders.
- Process Company receipts, sales invoices, and payments from customers and suppliers. Summarizes current financial status by collecting information.
- Assisting in preparing balance sheet, profit and Loss statement, and other reports. Substantiates financial transactions by auditing documents. Maintains accounting controls by preparing and recommending policies and procedures.

## **Met Life Alico.-UAE, Sharjah-Branch-as"Insurance Agent"-(2013-2014)**

- Designing and implementing effective marketing strategies to sell new Insurance contracts or adjust existing ones.
- Contacting potential clients and creating rapport by networking, cold calling, is using referrals etc.
- Convince the client and explain various **insurance** policies and help clients choose plans that suit them.
- Supports Sales Head for document submission by providing analytical data on timely basis.
- General Administration Responsibilities using referrals etc.

## **INDIAN OILCORP. LTD.-Mangalore-as"Sr. Accountant"(2016-2019)**

### **Key Exposure and Responsibilities handled:**

- Received and recorded invoices and arranged payments; prepare and send invoices to debtors
- Filing monthly Professional tax & Esic returns.
- Prepare financial statements; present the same to the chief Accountant for further action.
- Ensure accuracy of information contained in financial reports & their compliance with statutory requirements.
- Maintain book of accounts in a computerized environment.
- Monitor Payroll and Management Reporting Activity.
- Control petty cash; prepare render accounts of individuals & departments.
- Monitor enquiries and quotations / Inventory control on computer
- Co-ordination with clearing agent, warehouse and sales dept and monitor delivery accordingly.
- Reconciliation of inventory.
- Self-correspondence with suppliers through email and other communication modes.
- Ensure effective fixed assets & inventory control is applied. Giving approval to non - PO invoices in workflow according to the procurement policy and internal control system of the client.
- Ensuring approved payments are released per agreed payment terms and all supporting documents are in compliance with Company Policies & Procedures.

## **SHRI ESHWARI GEMS AND TOOLS AS AN ACCOUNTANT(2ND AUGUST 2020 TO TILL TODAY)**

Accountant responsibilities include:

- Auditing financial documents and procedures
- Reconciling bank statement and Calculating tax payment & Returns  
To be successful in this role, you should have previous experience with bookkeeping and a flair for spotting numerical mistakes.
- Creation of Aged Account Payable report on weekly, monthly, an yearly basis and providing reason for the same
- Applying cost analysis with Cost center, Profit center, and internal order
- Preparing variance analysis and reporting the same to higher management.

- Supporting Asset management and contract compliance accounts for auditing on various platforms in downstream operations.
- Ensure reconciliation of all sub ledgers & general ledgers is performed on regular basis.
- Finalize Trial Balance with supporting schedules.
- Assist in month end closing of management accounts, finalizing monthly provisionschedule, review of intercompany invoices, review of utility invoicing.
- Providing support to the 'Strategic & Country controllers' on all aspects of the accounting function.
- Coordinate the Accounts division; ensure that all accounts responsibilities are handled efficiently and effectively.
- Coordinate the whole range of Accounts Payable, Receivable & Budget allocation of sales promotion expenses.

## **ACHIEVEMENTS**

- Selected as 'NSSLEADER'
- Participated in University Level Selection Camp

## **EDUCATION & PROFESSIONAL QUALIFICATION**

- S.S.L.C in the year 2007 Karnataka - Belthangady Taluk, D.K-District
- PUC in the year 2010 Karnataka 'Sri Gurudeva College 'Belthangady Taluk,
- BBM (Three Year Integrated Bachelor of Business Management) in the year 2013- Karnataka Mangalore University

## **PC PACKAGES**

- Expert knowledge in Spreadsheets (MS Excel)
- Microsoft Word, Access & PowerPoint and MS Windows
- Working Knowledge in Application skills DTP, PageMaker, Core/Draw, PHOTOSHOP
- Good knowledge in Microsoft office outlook
- Expert in Internet Technology-Surfing and mailing

## **TECHNICAL QUALIFICATIONS**

- Diploma in Office Automation from 'Sai Ram Computer Education Centre ' Mangalore • secured Grade A+
- Well versed working Knowledge with Tally 5.4/6.3 versions
- Typing Speed 40w.p.m

## **PROFICIENCY IN COMPUTER SOFTWARES**

- Using technology to enhance data and information management and committed to implementing quality improvement techniques that drive business operations to success.
- Expert knowledge in working with accounting software Tally 5.4 version accounting.

**PERSONAL DETAILS**

Religion	Hindu
Languages	English, Hindi, Kannada
Passport No.	B7161621
Visa Type	Visit visa
Address	Door No 1-79, Kepanna House, Kunjathbail Post, Mangaluru-575015,State Karnataka India

**DECLARATION**

I hereby declare that the above details furnished are appropriate, complete, and true to the best of my knowledge and belief.

(AKHILA B.)