



## BITTU A P

SENIOR ACCOUNTS OFFICER

Experienced Senior Accounts Officer with 12 years of expertise in financial reporting, analysis, and compliance. Skilled in managing accounting operations, improving processes, and leading teams to drive efficiency. Proficient in Softwares like Tally ERP, N-WAY ERP, MS Office and committed to maintaining accurate, timely financial records.

## Personal Details

📍 Deira, Dubai, UAE

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✉ bittuap.bittu@gmail.com

## Education

10<sup>th</sup>

Board of Public Examination Kerala  
2006

12<sup>th</sup>

Board of Higher secondary Examination Kerala  
2006 – 2008

### Graduation

Bachelor of Commerce  
University Of Calicut  
2008 – 2011

### Professional Certificate

Completed 3 years of Chartered  
Accountant [CA] Articleship Training

## EXPERIENCE

### JPMC ASSOCIATES (August 2011 to November 2013) Accounts and Audit Assistant

- Invoices should be prepared and fact-checked before being sent to clients.
- Assuring that payments, sums, and records are accurate.
- Bank reconciliation.
- Documenting procedures and keeping them up to date.
- Managing petty cash transactions.
- Enter financial transactions into internal databases.

### KP VARGHESE & Co CHARTERED ACCOUNTANTS (April 2014 to December 2017) Accounts and Audit Assistant

- Assist in the preparation of financial statements and reports.
- Conduct audits and review financial records.
- Assist in tax preparation and planning.
- Preparation of final account.
- ITR filing.
- GST filing.

### EKK INFRASTRUCTURE LTD (January 2018 to March 2023) Senior Accounts Officer

- Verifying, allocating, posting and reconciling accounts payable and receivable.
- Producing error-free accounting reports and present their results.
- Participate in financial standards setting and in forecast process.
- GST filing, ITR filing.
- Preparation of final account.



## Softwares Skills

- Tally ERP
- NWAY ERP
- MS Office

## Practical Skills

- GST filing
- Final Accounts Preparation
- Data preparation for ITR filing
- Payroll preparation
- Auditing of financial data
- Analysis of financial statements

## Languages

- English
- Hindi
- Malayalam
- Tamil

## KOTTAYIL INFRASTRUCTURE ENGINEERING AND CONSTRUCTIONS LLP (April 2023 to Nov 2024) Senior Accounts Officer

- Producing regular financial reports, such as budgets and cash flow forecasts.
- Offering advice and suggestions to management that can improve the accounting processes and financial stability of a company.
- Reconciling balance sheets.
- Ensuring compliance with legal accounting standards.
- Creating staff payrolls and approving client or supplier payments.
- Generate and analyze financial records and data to the organization.
- GST filing, ITR filing.
- Preparation of final account.

## References

NOUSHAD K P

CHIEFMANAGER (Accounts Department) EKK Infrastructure Ltd

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ANUSHA

SENIOR MANAGER (Administration)

Kottayil Infrastructure Engineering and Constructions LLP

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