




RAHUL P

ACCOUNTS EXECUTIVE



 rahulsyamu@gmail.com

 7560835691

 Peerakkottuthodi
Kulakkad post
Palakkad, Kerala-
679503

SKILL

- Accounting and manual book keeping.
- Preparation of Bank Reconciliation Statement and Ledger Reconciliation
- Preparation of payroll
- General ledger accounting expertise.
- Internal Auditing
- Team Building
- MS Office
- Cash Management
- Time management
- Audit coordination
- Inventory Management
- Invoice and payment processing
- Office Administration

EDUCATION

BACHELOR OF COMMERCE

Allied Management College
Under Calicut University
(2016)

HIGHER SECONDARY

S.P.T.B.S Higher Secondary
School (2013)

SSLC

S.P.T.B.S Higher
Secondary School (2011)

I hereby declare that all the above particulars are true and correct to the best of my knowledge and belief.

24.04.2020
Palakkad

PROFESSIONAL SUMMARY

Focused Accounting professional with two and half years of experience maintaining financial records and reviewing account activity. Proven track record of developing accurate spreadsheets and delivering organized reports with MS Office and Tally. Accomplished in taking on tasks within strict deadlines while prioritizing urgent needs. Diligent, hardworking and adaptable to dynamic environment.

EXPERIENCE

ACCOUNTS EXECUTIVE

Exaccpro Business Solutions Pvt Ltd, Thiruvananthapuram (July 2017- March 2020)

- Analyzed, examined and interpreted account records and compiled financial information and reconciled reports and financial data.
- Time bound preparation and filing of GST Returns for both corporate and non-corporate clients.
- Experienced in generation of E way bills
- Preparation of workings for various statutory compliance such as PF,ESI,Professional Tax and TDS
- Assessed data and information to verify entry, calculation and billing code accuracy.
- Accurately and quickly prepared and delivered bank statements, including statements, deposits and ledgers.
- Reduced financial discrepancies, effectively reconciling bank accounts and organizing information into accounting software.
- Developed monthly, quarterly and annual profit and loss statements and balance sheets.
- Reconciled accounts, managed audits and updated financial records with remarkable accuracy.
- Completed bi-weekly payroll for company employees, including calculating taxes, vacation and sick time.
- Provided outstanding customer service by quickly and professionally handling issues.
- Involved in Finalization of accounts of corporate and non corporate clients
- Assisted statutory auditors of various clients.
- Experience in MIS Reporting.
- Experienced in handling Tally ERP9 Latest version and quick books also.

PERSONAL PROFILE

Father's Name: Ramachandran P

Date of Birth : 25-04-1996

Sex : Male

Marital Status :Single

Religion :Hindu

Nationality :Indian

Languages

Known : English

Malayalam ,Hindi(Read, Write and Speak)