

Ajay Pradeep

Pathanamthitta, Kerala

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8848976803

#readytowork

Willing to relocate: Anywhere

Work Experience

Account Assistant

Audit Firm

February 2018 to November 2019

Working as Accounts Assistant in a Chartered Accountant Firm (SASI VIJAYAN & RAJAN) from 05-02-2018 - 01-11-2019

Duties and Responsibilities

- VAT and GST registrations and return fillings of various organizations.
- Prepare and review of bank reconciliation statements.
- Assisted clients in preparation of financial statements: Balance Sheet, P&L and cash flow statements.
- General Ledger Review, Corrections, adjustment entry postings, monthly accruals and amortizations.
- Finalized accounting deliverables within tight deadlines.
- Learned and experienced in accounts receivables, co-ordination with sales teams, raising invoices, postings, collections follow-up, credit notes, debtor's analysis, deposits and customer reconciliations.
- Knowledge in accounts payables from procurement to payment (purchase requisitions, quotations, purchase orders, GRN, Invoice Postings), Debit Notes preparation and vendor account reconciliations, and monitoring internal control.
- Experienced in Cash and bank transactions postings, maintaining main cash and petty cash.
- Payroll preparations and payroll accounting.
- Learned and experienced in accounts receivables, co-ordination with sales teams, raising invoices, postings, collections follow-up, credit notes, debtor's analysis, deposits and customer reconciliation.

Account Assistant

Education

B. Com in Computer Application

University of Kerala

2012 to 2015

Skills / IT Skills

- ACCOUNTING
- QUICK BOOKS
- Tally ERP 9
- MS EXCEL
- MS WORD

Additional Information

Computer Proficiency

- Word Processing and Typewriting in High Speed Passed by Kerala Government.
- Sound knowledge in ERP platform.
- Working Knowledge of Accounting Package Quick books, Tally ERP 9
- Proficient Knowledge in M S Office (Good Command on Excel and Word).