



ABHIJITH SOMAN

□ Omalloor, Pathanamthitta, Kerala □
□ +91 90741 77794 □ abhijith.soman88@gmail.com □



○ Objective

To obtain a position that will enable me to use my organizational skills, educational background, experience & ability to work well with people.

○ Professional Summary

M.COM Graduate with 10 years of industrial experience (including gulf experience) and excellent accounts & sales background.

○ Work Experience

As Account Assistant in East Coast Communications Pvt. Ltd., Trivandrum [From Jan'18 □ current]

Roles and Responsibilities:

- Preparing Bank Reconciliation Statement, handling cheques and generating payslips on monthly basis.
- Creating and maintaining long-term relationships with regular customers.
- Preparing invoice & maintain stock.
- Provide quotations for new and renewals business.
- Assisting the CA in calculating and filling of monthly and quarterly TDS & GST.
- Monthly calculation of closing stock, preparing the trail balance, trading and profit & loss account and balance sheet.
- Also worked as Accounts Manager for a movie.
- Completion of documentation for new joining staff.

As Accountant in M/s CRYSTAL HOTEL SUPPLY TRADING LLC in Abu Dhabi [From Sep'16 □ Oct'17]

Roles and Responsibilities:

- Performs sales activities on major accounts and negotiates sales price and discounts.
- Manage stock control, storage, retrieval and timely delivery of goods, document recording and data entry into system.
- Taking care of the customers □ needs while following company procedures.
- Assisting customers with choices by providing them with information about products.
- Creating and maintaining long-term relationships with regular customers.
- Visa renewal for staff, applying for new visa & RP, maintaining records of staffs are some among the various tasks.
- Preparing invoice & maintain stock.
- Provide quotations for new and renewals business.
- Meeting clients to solve their queries & brokers for better understanding and services.
- Support sales team to convert the business.
- Monthly calculation of closing stock, preparing the trail balance, trading and profit & loss account and balance sheet.

As Accountant in M/s SEMCO Cars & Equipments in Qatar [From Nov'15 - May'16]

Roles and Responsibilities:

- Looking after new employee on boarding process.
- Visa renewal for staff, applying for new visa & RP, maintaining records of staffs are some among the various tasks.
- Preparing invoice & submit and policy approval with insurance company
- Provide quotations for new and renewals business.
- Meeting clients to solve their queries & brokers for better understanding and services.
- Support sales team to convert the business.
- Monthly calculation of closing stock, preparing the trail balance, trading and profit & loss account and balance sheet.

As Manager - Sales & Accounts in Sona Group (A Leading Event Management Group in Chennai) [From Aug'13 - Sept'15]

Roles and Responsibilities:

- Managing sales of the company's products and services.
- Preparing Bank Reconciliation Statement, handling cheques and generating payslips on monthly basis.
- Manage stock control, storage, retrieval and timely delivery of goods, document recording and data entry into system.
- Taking care of the customers' needs while following company procedures.
- Assisting customers with choices by providing them with information about products.
- Creating and maintaining long-term relationships with regular customers.
- Monitoring all inventory transactions in the general ledger.
- Follow up & control daily absence and over time.
- Receiving material & maintaining record.
- Reconciliation of material dispatched to customer locations every day.
- Completes warehouse operational requirements by scheduling and assigning employees; following up on work results.

As Accounts & Marketing Assistant in Muthoot Finance Ltd. [FROM JUNE'11 - APR'12]

Roles and Responsibilities:

- Performs sales activities on major accounts and negotiates sales price and discounts.
- Bank Reconciliation Statement, handling cheques and generating payslips are few among the various tasks.
- Also worked as Branch-In-Charge for two months.

As Accounts Assistant (Under Chartered Accountant -Abhishek Gang) [FROM AUG'10 - JUNE'11]

Roles and Responsibilities:

- Looking after all the accounts work.
- Making and filling the quarterly returns.
- Assisting the head in calculating and filling of monthly and quarterly Value Added Tax and Entry tax.
- Assisting the head in calculation of closing stock, preparing the trail balance, trading and profit & loss account and balance sheet.

As Account Assistant (Accuracy Packaging, Sanwer Road) [FROM AUG'09 - AUG'10]

Roles and Responsibilities:

- Looking after all the accounts work.
- Preparing monthly salary of staff.
- Looking all the inwards and outwards dispatches of the factory.

○ Effective Learning

- Strong communication and presentation skills.
- Knowledge and experience in using computer systems.
- Time management and skills required to meet the goals.
- Exposure to inventory control, scheduling, shipping and receiving techniques and practices.
- Strong enthusiasm in the profession and capability of making effective judgment in a fast pace and result-oriented environment.
- Highly proficient in MS Word and Excel, TALLY. ERP.
- Ability to work in a fast paced environment

○ Achievements

- Communication with customers had always been appreciated.
- Participated in inter school volleyball competition representing school as □CAPTAIN□.
- School President in 2004-05.

○ Education

- Post-Graduate In Commerce from Devi Ahilya Vishwavidyalaya - 2011
- Graduate In Commerce from Devi Ahilya Vishwavidyalaya - 2009
- HSSC From MP Board In Year 2005
- HSC From MP Board In Year 2003

○ Personal Information

- | | | |
|------------------|---|-----------------------------------|
| • Date of Birth | : | 09/02/1988 |
| • Marital Status | : | Single |
| • Religion | : | Hindu-Nair |
| • Nationality | : | Indian |
| • Language Known | : | English, Hindi, Malayalam & Tamil |
| • Passport No | : | T3746382 |

○ References

Will be given on request.