

ABHILASH A S

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OBJECTIVE

To pursue a growth-oriented career with a progressive company which provides a scope to apply my knowledge and skills that would help me to contribute my best to the organization. Seeking a position as an Accountant where extensive experience will be further developed and utilized.

CAREER PROFILE

- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
- Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multi-tasking.

CAREER OVERVIEW

Accountant

BRD Securities Ltd. (From 2019 to 2020)

Accountant

Sundaram Finance (From 2018 to 2019)

Accountant

Hercules Super Bazar Private Limited. (From 2015 to 2018)

CAREER ROUTE

Accountant

- Handling Accounts payable and Accounts receivables.
 - Invoicing, Tallying, Finalizing and sending monthly wise statements to the Customers.
 - Reconcile Customers and Suppliers statement of accounts and giving reports to Chief Accountant.
 - Preparing & Finalizing Customers statement of Accounts
 - Making Final Settlement of Employees.
 - Making Leave Salary of Employees.
 - Calculating workers working time.
 - Entering purchase invoice and giving goods received voucher.
 - Making Monthly wise Expense Account and finalizing the monthly Expense Account.
 - Making Reports of Cash Discount and reporting to Chief Accountant.
 - Ledger posting.
 - Took care of Telephone inquiries and keeping touch with customer's relationship. Mailing and faxing.
 - Hardly working to improve companies' growth & Services.
 - Making Receipt Voucher & Payments Voucher.
 - Making cheques and handling PDC cheques.
 - Petty Cash management.
 - Preparation of final account, preparation of cash flow for budgeting and planning, interact with bank.
 - Communicate with companies' external auditors and statutory bodies.
- Follow-up with debtors for collection of dues, etc...

APPLICATIONS HANDLED

Tally _____

MS Office _____

Internet Surfing _____

Billing Software _____

KEY SKILLS

- In-depth knowledge of the accounting principles, book-keeping practices and taxation policies
- Ability to communicate effectively and coordinate work with other staff members for day to day activities
- Proficient to focus on the minute details of the transactions and ascertain high level of accuracy in compiling financial data
- Excellent in performing arithmetical calculations required for handling the accounts concerned
- Aptitude to analyze data for better understanding and to find out discrepancies in calculating.

ACADEMIC QUALIFICATION

M Com Finance	Kerala University - 2015.
Bachelor's Degree Commerce CA	Kerala University – 2013.
Computer Commerce	Kerala Higher Secondary Board – 2010.
SSLC	Kerala State Board – 2008.

PERSONAL INFORMATION

Date of Birth	08-01-1993.
Age	27 Yrs.
Sex	Male.
Nationality	Indian
Passport No:	L6901375.
Marital Status	Single.
Proficiency in Languages	English, Hindi, Tamil & Malayalam
Religion	Hindu
Mobile No:	+919605525200, 7012921625

DECLARATION

I hereby declare that the above-mentioned information is true and correct to the best of my knowledge and belief.

ABHILASH A S