**A B B Rashmy**

Mob- 8301981612

Email – abbrash06@yahoo.co.in

**Accounts Manager** Couples extensive financial knowledge with a strong foundation of

business management. Ambitious, dedicated and disciplined business leader and financial champion, utilizes a proactive approach to overcome hindrances and implement prudent financial management. Compassionate team leader, mentor and coach, encourages personal and professional growth for all to succeed. Consensus builder, encourages open and frank dialogue, engages multiple stakeholders in consistently achieving results.

**Core business competencies include:**

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| --- | --- | --- |
| **- Executive Leadership** | **- Expense Planning & Control** | **- Payroll** |
| **- Account Reconciliation** | **- Logistics** | **- GAAP** |
| **- Office Management** | **-Corporate finance** | **- Payables & Receivables** |
| **-Tally, focus & Zoho accounting** | **-Interpersonal skills** |  |
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**PROFESSIONAL EXPERIENCE**

**Worked as Accounts Manager at College of Architecture Trivandrum from 5th Dec 2018 – Aug 2020**

Overall management of Books of accounts till finalisation

* Statutory payments

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| Handling IT/TDS/ESI & PF quries with concerned departments |
| * Monthly budget allocation and preperation of fund tranfer to college / canteen account |
| * Day to day payment preperation of college expenses |
| * Refund payment to students CD/IFD/Refund of excess fee |
| * Voucher entry/ filing/ getting signatures |
| * Exam Duty during exam time (temp id card issue) |
| * Goings to banks for deposits (during peak time / fee collection/ emergency situations) |
| * Attendence duty |
| * Fee collection/ receipt issuing for regular batches and also during admisstion time B.Arch & B.des |
| * Registration form signing of students (batch wise for each sem) |
| * University exam fee collection / KTU exam fee collection (batch wise) |
| * Maintaining KU registers |
| * Fee collection register /IFD refundable register/caution deposit register maintaining |
| * Maintaining petrol card |
| * Girls Hostel Allocation and periodical verification of hostel (food supply/cleanliness) |
| * Additional duties assigned by Principal |
| * Handling admin work in absense of AO |
| * Handling SBI online fee payments |
| * Salary disbursement |

**Sr. Accountant at Buildphase Solutions Private Limited, 2018 April – 2018 November**

* Maintaining books of accounts on ZOHO
* Handling accounts payable / accounts receivable
* payroll
* Filing GST & TDS and VAT filing @ Dubai
* Maintaining – PF, ESI, Labour Office, banks, auditors, company secretary related things independently
* Plan and coordinate administrative procedures and systems
* Ensure the smooth and adequate flow of information within the company to facilitate other business operations
* Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
* Oversee facilities services, maintenance activities
* Ensure operations adhere to policies and regulations
* Month end and yearend financial closings
* Supporting management on HR and Admin related work

**Accounts/Admin/Procurement Exe. at Ceezion Developers & Contractors, Trivandrum 05-2017 – 01-2018**

* Month end and yearend financial closings
* accounts payable/receivable
* payroll
* revenue and expenditure variance analysis
* Plan and coordinate administrative procedures and systems
* Ensure the smooth and adequate flow of information within the company to facilitate other business operations
* Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
* Monitor costs and expenses to assist in budget preparation
* Oversee facilities services, maintenance activities
* Ensure operations adhere to policies and regulations

**Sr. Accountant cum Logistics Head Sahara Medical and Scientific Supplies, Dubai, UAE 12-2012 – 09-2016**

* Maintaining books of account including posting of all closing entries and maintaining provision accounts.
* Revenue recognition & keeping record of payable and receivables.
* Fund Management and dealing with the banks.
* Maintaining payment status of clients & vendors and interacting with them to resolve any issues and encouraging them for early settlement of dues.
* Maintaining & strengthening relations with clients.
* Ensure the correct application of the company policies and procedures.
* Coordinated with other departments concerning accounting.
* Facilitated communication with External Auditors.
* Enter payables, communicate to vendors, wrote checks, post payments & call customers to ensure timely payment
* Logistics coordination
* Import /Export clearing through MIRSAL-II(Dubai trade custom clearing software)

**Accountant/Admin Exe. At Four Zone Group Dubai 01-2012 – 12-2012**

* Monitors accounts payable and payroll processes to ensure accuracy for all departments
* Enter payables, communicate to vendors, wrote checks, post payments & call customers to ensure timely payment
* Secures financial information by completing data base backups
* Prepares payments by verifying documentation, and requesting disbursements
* Prepares special financial reports by collecting, analyzing, and summarizing account information and trends
* Provide HR support services for employees
* Assisting the company PRO for paperwork relating to Residency visa sponsorships & cancellation of visa for employees
* Arranging medical card, Insurance, yearly ticket,
* Maintains a detailed record of staff
* Create and maintain all employee personnel files both in hard copy and electronically
* Make salary certificate and other duties and responsibilities assigned by HR Department & PRO

**Proj. Coordinator at Al Saba Technical Works LLC, Dubai 08-2011 – 10-2011**

* Project coordination for exhibition stalls
* Administration and HR duties handling
* Maintaining books of accounts in Tally
* Review and evaluate the effectiveness of operations and internal controls over financial reporting

**Accountant Nirmala Automobiles Pvt. Ltd., TVM 03-2006 – 10-2007 & 03-2002 – 10-2003**

* Maintaining Books of Accounts in Tally
* Payroll handling
* Cash flow Statements
* Monthly Financial Statements
* Bank Reconciliation statement
* Sales Tax, CST & Income Tax handling

**Achievements**

Awarded most promising performer award for the year 2014 in Sahara Medical

**Educational Qualification**

**B. Com – Accounting** from Kerala University

**VHSE** - **Office Secretary ship**

**Personal Data**

Husband’s Name : GOPIRAJ.S

Date of Birth : 14/05/1977

Marital Status : Married

Nationality : Indian

Passport no : F7610859