

## Beerankutty Chakkalakkal



### Accounts Executive

#### Skills

- Accounting Software
- Accounting Processes
- Annual Reports
- Audit Schedules
- Stock Management

#### Software

Tally	Excellent
Focus 9	Excellent
efreight suite	Excellent
MS Office	Excellent

#### Languages

English, Malayalam , Hindi

All these area need modification

To get a challenging role of an accountant where, I can utilize my skills and experience and contribute my best for the success of the company I represent.

#### Core Competencies

- Proficient in operating accounting computer software such as Tally, Focus 9, efreight suite, Intuit QuickBooks, Sage, and others.
- Top attention to detail and focus on making sure records and information systems are kept accurate and true.
- Strong reasoning skills and analytical abilities to help determine best practices when it comes to the finances of each organization I work with.

#### Work Experience

Employer Name	Employer's Location	Job Title	Tenure / Time
Aroma Trading and Oilfield Equipment Est	Abu Dhabi, UAE	Accounts Executive	1 <sup>st</sup> Jan 2015– till date
Mukkam Tyres Tirur	Kerala, India	Accountant and Admin Assistant	1 -Jan-2013 to 15-Dec-2014

#### Responsibilities Managed

- Prepare annual company accounts and reports up to Finalization.
- Experience in the coordination and preparation of ADNOC ICV Certification
- Manage accounts payable, accounts receivable, and payroll.
- Checking and Verifying Petty cash report
- Supervision on day-to-day transaction, Banking transactions
- Arrangement of Wire transfer to National and international, Standing instruction.
- Preparation of banking transfer request based on the client confirmation
- Supervision on Receivables and Payables.
- Assist in the preparation of accounts of various clients.
- System entry of daily transactions related with accounting nature.
- Preparation of Petty cash Sales and Purchase Report.

**Contact****Address :****P.O.Box:51634****Abu Dhabi, UAE****Phone :**

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Passport no -S0835066

- Calculating monthly sales profit and send to concerned sales person.
- Preparation of Bank Reconciliation Report
- Preparing and Issuing Cheque depend upon the Availability of fund.
- Control and Monitoring fund flow activities
- Preparing Monthly, quarterly wise Payable report after confirm with Supplier
- Ensure all the provisions/accruals are booked and accurately every month in our books.
- VAT Calculation and filing Return

**Education**

- Master Degree in Commerce (Finance) from University of Calicut, Kerala, India -2014
- Bachelor Degree in Commerce from University of Calicut, Kerala, India-2012