

## Contact

**Phone:** +91 9496800191

**Email:** [i.ajuabraham@gmail.com](mailto:i.ajuabraham@gmail.com)

**LinkedIn Profile:** [ajuabraham](#)

**Address:** Kiliroor North P.O,  
Kottayam,  
Kerala - 686020

## Skills

- Invoicing
- Ledger and Journal Entries
- Receipts and Payments
- Accounts Payable
- Book-Keeping
- Bank Reconciliation Statement
- Inter-Branch Transactions
- Tally ERP 9 and Tally Prime
- Microsoft Excel and Word

## Certifications

- **Advanced Applied Financial Accounting**  
The Institute of Management Accountants  
2016
- **Certificate in Computerized Accounting (Tally.ERP 9)**  
Technical Education Development Centre, Kerala  
2014

## Languages Known

- Malayalam
- English

# AJU ABRAHAM

## Accounts Executive

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### Professional Summary

- Experienced Accounts Executive with more than 4 years of experience in bookkeeping and financial accounting functions; accurate and efficient.
  - Worked on many financial accounting assignments such as invoicing, voucher and journal entries, inter-branch transactions, reconciliations, accounts payable, reporting's, bank transactions, cash handling and payment activities.
  - Proficient in Tally ERP 9 and Tally Prime accounting packages.
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### Work Experience

#### **1. Accounts Executive**

Hyson Auto Sales Pvt. Ltd. (Hyson Jeep), Kottayam, Kerala  
November 2021 – Present

##### Job Responsibilities

- Enter posting of purchases, sales, payments, receipts and journal vouchers.
- Prepare and process tax invoices, vouchers, and bills.
- Calculate and post tax related entries (GST, TDS, TCS)
- Maintain Inter-Branch transactions.
- Manage and finalize account ledgers.
- Maintain Balance sheet and Profit & Loss A/c.
- Perform bank, debtors and creditors reconciliations.
- Handle accounts payable and accounts receivable.
- Handle daily cash and bank transactions.
- Manage and process business expenses, reimbursements, staff advances.
- Handle office mails, files and documents.
- Process and prepare e-way bills.
- Prepare financial reports.
- Maintain cashbook.

#### **2. Accounts Executive**

EVM Motors & Vehicles India Pvt. Ltd. (EVM Volkswagen), Kottayam, Kerala  
August 2019 – April 2021

##### Job Responsibilities

- Enter posting of purchases, sales, payments, receipts and journal vouchers.
- Prepare and process vouchers and bills.
- Handle daily cash and bank transactions.
- Manage and process business expenses, reimbursements, staff advances.
- Verify invoices and identify discrepancies.
- Manage accounts receivable.
- Prepare reports on accounts receivable.
- Manage account ledgers.
- Maintain cashbook.
- Perform cashier duties.

Personal Profile

Date of Birth: 04<sup>th</sup> August 1993

Gender: Male

Nationality: India

Passport Details

Passport No.: M4306730

Date of Issue: 12/12/2014

Date of Expiry: 11/12/2024

Place of Issue: Cochin

3. Accounts Assistant

GM Services, Kottayam, Kerala  
November 2017 – June 2019

Job Responsibilities

- Enter posting of purchases, sales, payments, receipts and journal vouchers.
- Prepare and process tax invoices, vouchers, and bills.
- Handle daily cash and bank transactions.
- Manage accounts payable and accounts receivable.
- Prepare reports on accounts payable and accounts receivable.
- Perform bank, debtors and creditors reconciliations.
- Reconcile total sales and purchases for calculating tax.
- Prepare salary registers in Microsoft excel.
- Handle office mails, calls and files.
- Process and prepare e-way bills.
- Manage account ledgers.
- Maintain cashbook.

4. Data Entry Operator

Malayala Manorama Co. Ltd  
(Represented by Aparajitha Dynamic Synergies Pvt. Ltd)  
September 2015 – September 2016

Educational Qualification

Bachelor of Commerce, Co-Operation Mahatma Gandhi University, Kerala	2014
Higher Secondary (12 <sup>th</sup> ), Commerce Govt. Higher Secondary School, Chengalam, Kottayam Board of Higher Secondary Examination, Kerala	2011
SSLC (10 <sup>th</sup> ) Mar Thoma Seminary Higher Secondary School Board of Public Examinations, Kerala	2009

Declaration

I hereby declare that all the information contained in this resume is in accordance with facts or truth to my knowledge.

Yours Sincerely,

Aju Abraham