



VAISHAK M

ACCOUNTANT



PROFESSIONAL SUMMARY

Seeking a challenging opportunity across sectors to attain personal and professional growth. An ability to interact with cross-functional departments with the high degree of professionalism, discretion and problem resolution capabilities.



EMPLOYMENT HISTORY

2023 JULY

2024 AUG.

2022 SEP.

2023 JUNE

2021 MAR.

2022 JAN.

Accountant

JS TRADING (DISTRIBUTION AGENCY OF MERCELYS ICE CREAM)

Accountant

ESSENTIAL TRADING (DISTRIBUTION AGENCY OF PET FOOD)

- RECORDING OF DAILY JOURNAL ENTRIES
- STOCK RECONCILIATION
- BANK RECONCILIATION
- PROVIDING SUPPORT AND ANSWERING AUDIT QUERY
- FINALISATION OF BOOKS OF ACCOUNTS

Accountant

SN DAILY FRESH (DISTRIBUTION AGENCY OF DAILY PRODUCTS)

LEDGER RECONCILIATION | PURCHASE ENTRY | SALES ENTRY
AP INVOICE | AR INVOICE | PAYMENT ENTRY | VOUCHER ENTRY
DEBIT NOTE ENTRY



ACADEMIC HISTORY

TALLY, QUICK BOOKS, MS WORD, MS EXCEL, MANUAL ACCOUNTING - 2022

MATRIX GROUP OF EDUCATIONS, PAYYANUR, KERALA

CMA USA Pursuing - 2019 to

LOGIC SCHOOL OF MANAGEMENT - KOCHI

Bcom WITH COMPUTER APPLICATION - KANNUR UNIVERSITY - 2016-19

PCASC, PILATHARA, KANNUR, KERALA



SKILLS

• FINANCIAL ACCOUNTING

EXPERTISE IN MANAGING ACCOUNTS, PREPARING FINANCIAL STATEMENTS, AND ENSURING ACCURATE BOOKKEEPING.

• INVENTORY MANAGEMENT

SKILL IN OPTIMIZING STOCK LEVELS, REDUCING WASTAGE, AND ENSURING TIMELY REPLENISHMENT.

• CUSTOMER SERVICE & SALES

ABILITY TO PROVIDE HIGH-QUALITY CUSTOMER SERVICE AND IMPLEMENT SALES STRATEGIES THAT DRIVE REVENUE GROWTH.



DECLARATION

In the view of the above particulars, Please consider this application and give me an Opportunity in your esteemed organization. I assure that i could carry out my duties to your entire satisfaction.



CONTACT

📍 Kannur, Kerala

📞 +91 8129668033

✉️ vaishakvaishuova@gmail.com



PERSONAL INFO.

Date of Birth : 06th June 1998

Gender : Male

Nationality : Indian

Marital Status : Single

Permanent Address : KV House

Olavara

P.O Udumbunthala,
Kasargod

Languages : English

Malayalam

Hindi