



**Akhila K.S**

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Jebel Downtown, Dubai, United Arab Emirates

## Personal Details

### Education:

B.Com + ACCA

### License:

Dubai, International License

### Technical Skills:

ERP software knowledge

- Tally erp9
- E-freight suite
- I pack
- Microsoft excel (pivot tables, vlookup etc.)
- Microsoft word
- Microsoft powerpoint

### Strength and skills

- Analytical thinking
- Attention to detail
- Adaptability
- Effective communication
- Problem-solving
- Multi-tasking
- Time management
- Leadership
- Strategic planning
- Decision-making
- Integrity and ethical conduct
- Continuous learning and adaptation
- Team collaboration
- Result orientation
- Financial acumen
- Relationship building
- Empathy
- Negotiation skills
- Innovation
- Conflict resolution
- Deadline adherence
- Ownership and accountability
- Risk management

### Career Objective

Experienced Assistant Finance Manager with a strong track record in financial management and compliance. Skilled in improving processes and ensuring accurate reporting. Seeking an Assistant Finance Manager role to contribute precision and leadership to achieving financial goals.

### Experience

**Designation : Assistant Finance Manager**

**Company : Center for Organizational Development and Strategic Consulting , UAE**

**Service Duration : 2023-2024**

- Developed and implemented strategic and operational finance plans to optimize financial performance and enhance process efficiency.
- Managed budgeting and cost control measures, ensuring financial resources were utilized effectively to achieve budgetary targets.
- Prepared and reviewed financial statements, including balance sheets, income statements, and cash flow reports, ensuring accuracy in MIS reporting.
- Conducted monthly account reconciliations, reviewed payment vouchers, and ensured strict Compliance with IFRS and internal financial policies.
- Oversaw payroll processing, ensuring accurate calculation of wages, taxes, and deductions while maintaining payroll records and ensuring regulatory compliance.
- Monitored and managed cash flow by forecasting liquidity requirements, maintaining healthy receivable and payable balances, and optimizing financial stability.
- Coordinated and supported internal and external audits by preparing required documentation, implementing audit recommendations, and strengthening financial controls.
- Collaborated with Oracle and other financial technology teams to automate bookkeeping activities, streamline reporting processes, and enhance operational efficiency.
- Provided leadership and guidance to finance team members, ensuring efficient financial operations and fostering a culture of continuous improvement.
- Strengthened relationships with internal and external stakeholders, managed vendor payments, and ensured the timely and accurate delivery of financial services.

**Designation : Senior Accountant and Team Leader**

**Company : Abreco Freight LLC, UAE**

**Service Duration : 2019-2023**

- Prepared and reviewed accurate financial statements, including balance sheets, income statements, and cash flow reports, ensuring compliance with financial reporting standards.
- Conducted monthly bank reconciliations, coordinated with bank officials to resolve discrepancies, and maintained healthy cash flow levels by monitoring receivables and payables.
- Managed payroll processing, ensured accurate calculations, and adjusted relevant ledger accounts while maintaining compliance with organizational policies and tax regulations.
- Processed online payments for local and overseas suppliers, imports, and exports, ensuring timely transactions and compliance with financial procedures.
- Led internal audits, assessed compliance with accounting policies, mitigated financial risks, and strengthened internal controls.
- Managed intercompany transactions, reconciled accounts, and ensured adherence to accounting standards and corporate income tax regulations.

- Analyzed business operations, financial trends, costs, and revenues to support strategic decision-making and improve financial performance.
- Supervised and mentored accounting staff, reviewed their work, provided training, and ensured accuracy in financial transactions.
- Maintained and reconciled the general ledger, prepared depreciation and closing schedules, and liaised with external auditors during annual audits.
- Ensured compliance with VAT regulations, prepared VAT schedules, assisted in tax filings, and reviewed accounting entries to maintain accuracy in revenue and expenditure records..

**Designation : Cashier, Accountant**

**Company : Manchester Shipping LLC,UAE**

**Service Duration : 2015-2019**

- Managed petty cash transactions, ensuring accuracy, security, and proper documentation while maintaining daily cash flow records.
- Performed daily cash tallying and reconciliations to ensure financial accuracy and detect discrepancies.
- Verified and counted cash at the beginning and end of shifts to maintain correct balances and ensure sufficient change availability.
- Processed cash, cheque, credit, and debit transactions with precision, minimizing discrepancies and ensuring compliance with financial policies.
- Handled local and international accounts payable and receivable, ensuring timely payments and compliance with financial regulations.
- Controlled accounts payable related to imports and exports, ensuring accurate postings and adherence to company policies.
- Conducted monthly account reconciliations, verifying balances, resolving discrepancies, and maintaining financial accuracy.
- Prepared and posted monthly closing entries to support accurate financial reporting and maintain updated records.
- Managed credit card transactions, including verification, reconciliation, and reporting, to ensure accuracy and compliance.
- Collected quotes, drafted Local Purchase Orders (LPOs), and assisted in securing cost-effective procurement deals.
- Coordinated with vendors and clients to ensure timely payments, reducing outstanding receivables and maintaining positive business relationships.
- Prepared financial reports and audit documentation, ensuring compliance with internal policies and regulatory standards.
- Organized and conducted internal audits to assess financial compliance, mitigate risks, and strengthen internal controls.
- Ensured adherence to financial regulations, company policies, and government accounting procedures to maintain transparency and accuracy.

**Designation : Billing Executive**

**Company : Yaagisign, Edappally Ernakulam**

**Service Duration : 2014-2015**

- Maintained daily accounts using both computerized and manual systems, ensuring accuracy in financial records.
- Managed accounts payable, including processing payments, adjusting debit notes, preparing aging schedules, and issuing cheques.
- Handled invoice cancellations and clearances while ensuring proper documentation and compliance.
- Prepared and maintained daily payment reports to track financial transactions and support reconciliation.
- Addressed supplier and customer inquiries, providing timely resolutions and maintaining strong business relationships.
- Indexed and organized invoices for efficient record-keeping, retrieval, and audit compliance.
- Processed cash transactions, managed cheque payments, and ensured the accuracy of financial records.
- Conducted outbound calls to verify billing details and followed up on outstanding payments.
- Maintained strict confidentiality and accuracy in handling all financial transactions and reports
- Assisted in financial statement analysis, ensuring compliance with internal policies and regulatory standards.

### Declaration

The above details are true and correct to the best of my knowledge and belief. I promise to render satisfactory service with loyalty and devotion if I appointed in your esteemed organization.

01.03.2025

Thanks and Regards,

Dubai

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