

ABHINAV PK

ACCOUNTANT

+973 3375 0797 | abhinavpk030@gmail.com

PROFESSIONAL SUMMARY

Accountant with hands-on experience in financial reporting, bookkeeping, and inventory control. Holds a B.Com in Cooperation and Diploma in Professional Accounting. Skilled in Tally, QuickBooks, Sage 50, and Excel. Proven ability to manage accounts, resolve billing issues, and support audits. Adaptable and motivated to contribute with in Uae's business environment.

WORK EXPERIENCE

Fair and Beauty General Trading W.L.L, Manama, Bahrain

Accountant Cum Sales Executive

Jan 2025 - Present

Process daily financial transactions including invoicing, cash handling, and account reconciliation. Maintain accurate sales and inventory records, helping reduce stock discrepancies. Prepare monthly financial closing documents and internal stock audit reports. Resolve customer billing queries promptly, enhancing customer satisfaction.

Sree Sankaracharya Computer Centre, Kerala, India

Accounting Intern

Jan 2024 - Dec 2024

Assisted in bookkeeping, ledger management, and bank reconciliations for client accounts. Performed data entry and updated financial records with high accuracy. Gained hands-on experience using Tally Prime, QuickBooks, and Sage 50. Supported preparation of financial reports and documentation for internal use.

EDUCATION

Bachelor of Commerce (B.Com) Specialization in Cooperation

University of Calicut, India 2021 - 2024

Key Subject: Cooperative Accounting, Cooperative Law, Financial Accounting, Business Management

Diploma in Professional Accounting

Sree Sankaracharya Computer Centre, India 2024

Modules: Financial Accounting, Cost Accounting, Tally Prime, QuickBooks, Sage 50
Advanced MS Excel

SKILLS

Financial Reporting & Documentation
Bookkeeping & Ledger Maintenance
Bank Reconciliation & Payment Processing
Accounts Payable & Receivable
Inventory & Sales Accounting
Cash Handling & Customer Billing
Excellent Communication & Customer Service

TECHNICAL SKILLS

Tally Prime | QuickBooks | Sage 50
Advanced MS Excel (Pivot Tables, VLOOKUP,
Data Analysis)

LANGUAGE

English | Hindi | Malayalam | Tamil