



# BAIJU M

## Accountant & Depot Manager

Detailed-oriented and dedicated accounting professional with hands-on experience in managing financial records and overseeing depot operations. Proficient in maintaining ledgers, handling inventory accounting, and ensuring timely reconciliation of stock and financial data. Demonstrates strong skills in cost control, vendor coordination, and compliance with financial policies. Adept at supporting seamless depot functions by aligning financial activities with logistics and operational goals.

### PERSONAL DETAILS

Email Id : baijumylapurath@gmail.com

Mobile No : +973 39852253

Address : Hoora, Kingdom of Bahrain

Nationality : Indian

Date of Birth : 5.05.1983

Marital Status : Single

### KEY SKILLS

- Reconciliation
- Financial Reporting
- Accounts Receivable
- Warehouse management
- Audit Support
- Budgeting
- Stores management
- Cash Flow
- Communication
- Materials management
- Accounts Payable
- Time management
- Ledger Maintenance

### EXPERIENCE

#### MRF LIMITED – CHENNAI

- ❖ Depot Manager (Godown Operation, Accounts and Administration) | JUL 22 TO 08.03.2025
- ❖ Depot Supervisor (Accounts & Godown Operation) | APRIL 2018 TO JUNE 2022
- ❖ Management Assistant (Accounts & Sales operation) | MAY 2011 TO April 2018

### KEY RESPONSIBILITIES

- Oversaw daily godown operations, including stock receipt, storage, dispatch, and inventory accuracy.
- Maintained proper documentation for inward and outward movement of goods in compliance with company policies.
- Conducted regular stock audits and reconciled physical stock with system records.
- Managed depot accounting activities, including data entry, invoice processing, and petty cash handling.
- Prepared daily, weekly, and monthly reports on inventory status, stock movement, and financial transactions.
- Handled correspondence, filing, and maintenance of confidential records related to depot operations.
- Authorising all cheque and cash payment relating to Depot operation
- Making budget and ensuring all the expenses within the budget
- Authorising issuing Quotation for customer
- Handling all statutory returns relating to Depot
- Handling internal and external Audit
- Preparing the Bank reconciliation statement
- Monitoring Accounts receivable and payable Accounts and ensuring all payment receiving and paying in time
- Maintained accurate accounting records related to depot transactions, vendor bills, and stock movement.
- Preparing cash flow statements

### ACADEMIC CREDENTIALS

#### BACHELOR OF COMMERCE | 2003

Calicut University, Kerala, India

#### HIGHER SECONDARY | 2000

Board of Higher Secondary Examinations, Kerala, India

#### HIGH SCHOOL | 1998

Board of Public Examinations, Kerala, India

### COMPUTER PROFICIENCY

- MS Word
- MS Excel
- MS PowerPoint
- SAP – ERP
- Tally ERP9

### LANGUAGES KNOWN

- English
- Malayalam
- Hindi

## PASSPORT DETAILS

Passport No : X2692479  
Date of Issue : 05/02/2024  
Date of expiry : 04/02/2034

## HOBBIES



Music



Travelling



Reading

- ❖ **Accounts Executive | MAY'2009 – MAY 2011**  
**UNIVEND ASSOCIATES PVT LTD –Ernakulum, Kerala**

### KEY RESPONSIBILITIES

- Maintained day-to-day accounting records including vouchers, invoices, and ledger entries.
- Assisted in the preparation of financial statements, balance sheets, and profit & loss accounts.
- Handled accounts payable and receivable processes, ensuring timely payments and collections.
- Handled bank reconciliation, petty cash management, and journal entry postings.

- ❖ **Assistant Accountant | JUL2005 TO JAN 2009**  
**ELASTREX POLYMER PVT.LTD (PARAGON GROUP OF COMPANIES)-**

### KEY RESPONSIBILITIES

- Processed invoices, payments, receipts, and managed accounts payable/receivable.
- Prepared and submitted VAT, TDS, and other statutory compliance reports.
- Handled bank reconciliations and monitored daily cash flow.
- Supported month-end and year-end closing procedures.
- Maintained financial records and ensured proper documentation for audit readiness.

- ❖ **Audit Assistant | Nov2003 –June 2005**  
**U. MOHAM FCA – Chartered Accountant – Kannur, Kerala, India**

### KEY RESPONSIBILITIES

- Assisted in conducting internal and external audits for clients across various industries.
- Examined financial statements, accounting systems, and records to ensure accuracy and compliance.
- Verified supporting documents for transactions including invoices, receipts, and payment records.
- Supported the preparation of audit reports highlighting discrepancies and recommendations for improvement.