** ABHILASH**

**ABHILASH.249805@2freemail.com**

**Accountant/Auditor**

**Objective**

To make every endeavor a worthwhile effort towards success and a challenging position with your organization that has a need for a result oriented team player with excellent organizational and interpersonal skills.

**Career History**

**Senior Accountant : M/s King Wave Shipping LLC, Dubai,(July 2014 to till date)**

**Job Profile:**

* Day today accounting entries checking.
* Month end closing entries.
* Receivables and payments and debtor creditor reconciliation.
* Petty cash management.
* Bank reconciliation
* WPS work.
* On time payment of debts and loans.
* Audit related work.
* In house preparation
* Liaison with bank, auditors and other Govt. organizations
* Profitability calculation of each shipment
* Finalization of accounts.

 **Auditor : M/s M AL Ali Auditing. Dubai,(April 2012 to June 2014)**

 **Job Profile:**

* Internal and external auditing of different legal entities like L.L.C, FZC, FZE,DMCC, JLT Cos.
* Accounting services to the clients.
* Preparation of in house returns to the clients.
* Preparation of monthly closing entries in the accounting software for clients.
* Preparation of net worth report of clients.
* Preparation of audited, budgeted in house reports to the clients.
* Other audit related works.

**General Accountant :M/s Emirates Pallet Factory L.L.C., Dubai,(Jan 2011 – Feb 2012)**

 **Job Profile:**

* Preparation of Accounts up to Finalization.
* Multi Bank Reconciliation Statements.
* Preparation of L/C & Trust Receipts for Import Purpose.
* Preparation of Export Documents (for GCC Countries Land Transport)
* Applying duty exemption & Customs clearance using Mirsal II
* Preparation of Debit/Credit notes, Journal Vouchers, etc.,
* Handling of Petty Cash
* Preparation of invoices to export and local customers.
* Preparation of Cheques & TT for Local & Import Suppliers.
* Preparation of Daily, Weekly & Monthly Management reports.
* Preparation of Monthly In-house Report
* Accounts receivable & customer reconciliation.
* Accounts payable & Suppliers reconciliation.
* Arranging Fund for Timely repayment of Trust receipts.
* Submission of daily projected cash flow statement to managing director.
* Preparation of Monthly payroll for all employees & transferring their Salaries through WPS.
* Liaising with company auditors, Bank RM, etc.

**Project Accountant :M/s Arattukulam Infrastructure Pvt Ltd. Bangalore, India.(2008 –2010)**

 **Job Profile:**

* Preparation of Accounts up to Finalization
* Maintaining General Ledger and review and approved all journals and ensure all entries entered in the system are correct and accurate.
* Controlling Payments and receipts
* Handling Petty Cash
* Bank reconciliation.
* Account receivables & customer reconciliation.
* Accounts payable & Suppliers reconciliation.
* TDS calculation and payment.
* Sale tax and income tax calculation and return filing.
* Preparation of contractor’s payment and reconciliation with their weekly bills.
* Deduction of TDS from contractors and issuance TDS certificate.
* Inter project transaction and reconciliation with other projects.
* Loan repayment for the project.
* Preparation & Distribution of Monthly payroll to all Employees.
* Dealing with banks and other statutory bodies.
* Monthly reconciliation with inter projects.
* Preparing the financial reports as per instruction of co’s chief finance manager.
* Attending Customer queries&Maintaining customer database.

**Accountant:M/s Chengazhethu Granites, Pathanamthitta, Kerala, India(2004 – 2008)**

 **Job Profile:**

* Preparation of Accounts up to Finalization
* Recording of all transactions in Tally.
* Maintaining General Ledger and review and approved all journals and ensure all entries entered in the system correctly and accuracy.
* Bank reconciliation.
* Controlling Payments and receipts.
* Control and approve all petty cash expenses.
* Manage inventory planning.
* Fund flow and cash flow statements.
* Attending Customer query & Maintaining customer database.
* Coordinating with appropriate contacts e.g. auditors, bankers and statutory organizations.
* Sales Tax calculation and return filing.
* Account receivables & customer reconciliation ,Accounts payable & Suppliers reconciliation.
* Daily Integration of transaction& Monthly, quarterly& annual financial closing.
* Effective cash management, Loan repayment for general facilities.
* Monthly P&L preparation, Vehicle P&L A/c and reporting to Management.
* Scheduling the trip to each driver, Monthly payroll for employee salary.
* Weekly wages for the labours. General correspondence, other administrative duties, systematic maintenance and filing of records and documents.

**Academic Qualifications**

* **M. Com (2000-2002) : MG University, Kerala, India ,B.Com (1997-2000) : MG University, Kerala, India**

**Other Qualifications**

* **Accounting Packages: Tally ERP, Quadra , Focus , SAP FICO( fresher), peach tree & other customized software.**
* **Excel,word & Power point.**

**Personal Details**

Nationality : Indian

Date of Birth : 13 Jan 1980

Marital Status : Married

Languages Known : English, Hindi & Malayalam

**Passport Details**

Date of Issue : 04-06-2008, Date of Expiry:03-06-2018

**Visa Status :** Employment

**Declaration**

I hereby declare that the information given above is true to the best of my knowledge and belief.

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