

**AKHIL**

**E-mail ID :** [**AKHIL.358460@2freemail.com**](mailto:AKHIL.358460@2freemail.com)

**CAREER OBJECTIVE**

I will give full support the organization that I am in, with the skills and capability that I have, in order to achieve organization’s goals and create mutual benefits. And also I do my work in a proper way

**EDUCATIONAL QUALIFICATIONS**

* **B.Com - Co Operation – M G UNIVERSITY KOTTAYAM,** Kerala. INDIA

* **Plus Two, Commerce with Computer Application**

**ST: Mary’s HSS PARIYAPURAM**

Higher Secondary Examination, Kerala-INDIA

* **SSLC**

**MES HSS IRIMBILIYAM**

Kerala state board of examination, Kerala-INDIA

**WORK EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PERIOD** | **YEARS** | **INSTITUTION** | **DESIGNATION** | **AREA OF OPERATION** |
| **11 JUNE 2015** TO **30 SEPT 2016** | **1**  **YEAR** AND **3 MONTHS** | **KAULA** **AGRO** **FOODS** **PVT** **LTD-** KERALA  **(A DIVISION OF KRC INTERNARTIONAL** ABUDHABI) | **ACCOUNTS** **EXECUTIVE** | **ACCOUNTS** **,CUSTOMER CARE & BILLING** |
| **3 OCT 2014** TO  **10 JUNE 2015** | **8 MONTHS** | **KAULA EDIBLE OIL PVT LTD**  KERALA | **ACCOUNTANT EXECUTIVE** | **ACCOUNTS , BILLING, STORE KEEPING** |
| **17 MAY** **2013** TO  **16**  **MAY** **2014** | **1** **YEAR** | **ALLAASEQ** **ADVERTISING** **LLC,**ABUDHABI , UAE | **ACCOUNTANT** | **ACCOUNTS** **AND** **ADMIN** |

**TRAINING EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **INSTITUTION** | **TRAINING PERIOD** | **AREA** |
| **AL AZHAR MEDICAL COLLAGE AND SUPER SPECIALITY HOSPITAL** IDUKKI , KERALA | **JAN 2017 TO FEB 2017 (1 MONTH)** | **ACCOUNTS,BILLING, CUSTOMER CARE** |
| **MOOSA AND ASSOSIATES TAX CONSULTANTS** THODUPUZHA, KERALA | **JULY 2014 TO SEPT 2014 ( 3 MONTHS )** | **ACCOUNTS,TAX** |

**TECHNICAL SKILLS**

* **Accounting software’s** **: Tally ERP 9,** Accounting **ERP**, **Mediware**
* **Application Software’s : MS Office , Internet**
* **Diploma In computerized instrumentation(DCI) -** Gov. of Kerala

**ACCOMPLISHMENT**

* A hardworking person with a strong sense of cooperation and strict adherence to discipline and dedication

**PERSONAL INFORMATIONS**

Nationality : Indian

Date of birth : 07/03/1992

Mother tongue : Malayalam

Languages Known : English, Malayalam, and Hindi

Caste and Religion : Islam, Muslim

License : LMV with Badge

Marital Status : Single

Hobbies : Reading, Playing Football, Travelling

**WORK EXPERIENCE & DUTIES**

* **KAULA AGRO FOODS PVT LTD Ernakulum , Kerala** 

**(A Division Of KRC International -Abu Dhabi ,UAE)**

**Designation** : **ACCOUNTS EXECUTIVE**

**Department**  : **Finance & Accounts Department**

**Experience** : **JUNE 2015 TO SEPT 2016**

* **DUTIES AND RESPONSIBILITIES**
* Prepare Monthly & daily financial reports
* Interact with customers by phone ,e- mail or direct concerning various care issues
* Maintaining stock register, dispatch details
* Dealing petty cash and Salary Processing
* Preparing sales Orders and Sales Invoices
* Make Purchase Orders and Purchase entries
* Prepare Credit Notes against damage / return statement and prepare purchase returns
* Monthly, Weekly Sales Reports - Area wise, Distributor wise, Salesman wise
* Bank and Ledger account reconciliations
* Assist with preparation and coordination of the audit process
* Report to management regarding the finances of establishment
* Clearing of damaged goods and enter the data in to tally
* Daily stock level monitoring and alerting the production & sales team
* Prepare daily income/Expense entries and daily journal entry of clients
* Preparing monthly sales return of Kerala commercial tax department, VAT Delivery notes, E-consignment, C-form etc..
* Take orders from customers and Follow up payments from customers
* Entering attendance and over time of workers
* Capturing and applying customer feedback
* **KAULA EDIBLE OILS PVT LTD , Kerala**

**Designation** : **ACCOUNTS EXECUTIVE**

**Department**  : **Accounts and Store Department**

**Experience** : **OCT 2014 TO JUNE 2015**

* **DUTIES AND RESPONSIBILITIES**
* Preparing financial reports
* Store keeping
* Interact with customers by phone ,e- mail or direct concerning various care issues
* Preparing sales Orders and Sales Invoice
* Daily stock level monitoring and alerting the production & sales team
* Prepare Monthly and Weekly sales Reports
* Maintaining stock register, dispatch details
* Billing and Prepare journal entries
* Take orders from customers and Follow up payments from customers
* **AL LAASEQ ADVERTISING LLC, ABU DHABI, U A E .** 

**Designation** : **ACCOUNTANT**

**Department**  : **Finance & Accounts Department**

**Experience** : **MAY 2013 TO MAY 2014**

* **DUTIES AND RESPONSIBILITIES**
* Preparing financial statements, and financial reports (Daily ,Weekly ,Monthly)
* Preparing Journal Entries
* Preparing sales Invoices
* Entering purchase and expenses to system
* Manage accounts receivable and accounts payable
* Bank and Cash summary, Investment summary; actual expenses, budgeted expenses
* Dealing petty cash
* Bank transactions , Withdrawal and Deposit Cash
* Review and process expense reports
* Preparing stock register ,Monthly stock Reports
* Follow up payments from customers
* Reconciliation of Debtors, Creditors and Stock
* Cashbook and ledger reconciliations
* Issue and receipt of Cheques debit notes, credit note
* Reconciles bank statements by comparing statements with general ledger.

**DECLERATION**

**I hereby declare that the above-mentioned information’s is correct up to my knowledge**

Place: ABUDHABI

Date: 10-03-2017