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**KOULATH**

[**KOULATH.363298@2freemail.com**](mailto:KOULATH.363298@2freemail.com)

**CAREER OBJECTIVE**

To secure a position in an organization that would fully employ my personal skills, my excellent communication, public relations, problem-solving & leadership skills, combined with my deep knowledge of **Accounting**, make me a highly valuable employee & team leader.

**CAREER SUMMARY**

A highly successful **Accounts Executive** with 4 **years** of experience in all aspects of accounting & financial management. With Invaluable experience in accounting covering a variety of industries on experience of providing professional advice in strategic sectors such as **Payroll, Taxation, Auditing, Finance, Sales, Purchase Operation**. Easygoing by nature & able to work with all members of staff regarding finance issues to resolve problems. Proven ability to manage multiple assignments efficiently while meeting tight deadline schedules. Demonstrated success in streamlining existing operations & envisioning new concepts & future trends.

* **Bank Statement Reconciliations**
* **Financial Assisting**
* **Accounts Payable/Accounts Receivable**
* **Invoicing & Billing Analysis**
* **Banking & Investor Relations**
* **Cash Allocations / Taxes / Auditing**
* **Confidential Records Management**
* **Documentation / Payroll**
* **Revenue/Expense**
* **Manage Sales & Purchase**
* **Follow customers**
* **Handel day to day sales query**
* **Service Tax & VAT**

**EMPLOYMENT EXPERIENCE**

SARVASIKSHA ABHIYAN KERALA- Nov 2012 to Feb-2017

**Accounts Executive**

**Duties:**

* Responsible for Maintenance of complete Books of accounts..
* Reconcile of Bank statements, Cash in hand, updating of fixed asset Register, Assisting Preparation of Monthly Receipt & Payment and, Income Statement.
* Provide time to time information to the Management and assist HR department.
* Handling bank related issues & correspondence with the bank.
* Manage payroll, leave salary , keep records of advances given to staff & its recovery, scheduling, maintaining staff history and vacation detailing, travel coordination & hotel reservation and keep a systematic filling of all correspondence with the employees.
* Preparing audit schedules and working closely with the auditors to ensure that auditing is completed in time. .
* Ensuring closing of Month-end procedures.

**EDUCATIONAL CREDENTIALS:**

**: Academic Qualification**:

1. **Master Degree(Commerce with finance)**

Calicut university-2008

**B- Master in Computerized Financial Accounting Programme**

Kerala, India, 2016

**SPECIAL SKILLS**

* **Computer & IT:**

Microsoft Office™ (Word™, Excel™ PowerPoint™)

Accounting Programme Tally, ERP 9,

* **Language:**

English – Fluent

Malayalam-Fluent