### CURICULAM VITAE



**AKHILESH**

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**OBJECTIVE**

A position as an active employee, involving responsibilityand working with others as a team member to archive advancement and growth of the company.

**QUALIFICATION**

* Extensive experience in responsible accounts Payable, Receivable and billing position, consistently assumed increased responsibilities.
* Strong skill in leadership; ability to quickly build relationships, establish trust, train people to all levels to achieve their potential while attaining corporate objective.
* Professionalism, positive attitude, dedicated to excellence, and exceptional ability to communicate effectively with senior management, associate and customer.
* Devoted account payable/receivable clerk
* Efficient with accounting package software.

**WORK HISTORY**

***Ricoh India Ltd, Cochin, Kerala Tenure - NOVEMBER 2013 – Present***

***Role: Finance Executive – FINANCE & ACCOUNTS DEPT.,***

Ricoh is a global technology company specializing in office imaging equipment, production print solutions, document management systems and IT services. Headquartered in Tokyo, Ricoh Group operates in about 200 countries and regions. In the financial year ending March 2016, Ricoh Group had worldwide sales of 2,209 billion yen (approx. 19.6 billion USD). In India, Ricoh operates through a robust network of 24 offices, and over 2500 dealers and business associates spread across the country. Ricoh India Limited has been an ISO certified organization since 1994.

**Areas:** Accounts Receivable & Payable,

**Taxation:** (Sales Tax – VAT & CST), Service tax & TDS,GST

**Sales Accounting**: Order Clearance, Billing, Contract Management….

**Accounts Payable**

* Enter invoices
* Reconcile bank statements
* Make sales, luxury and county tax payments
* Financial reporting
* Credit collections
* Review and monitor encoding
* Maintain collections data

**Accounts Receivable**

* Print monthly A/R Statements
* Record money due for receivables
* Follow-up phone calls on past due invoices
* General Journal entries
* Enter into accounting
* Analyze Data
* Reviewing documents for accuracy

**ACADEMIC QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exam passed** | **Institution** | **Board** | **Year of passing** | **% marks** |
| S.S.L.C | St Joseph high school | Kerala examination  Board. | 2008 | 85% |
| 12TH(commerce) | SHHS School Thiruvambadi | Kerala State Board Of HSE | 2010 | 81.5% |

**PROFESSIONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Institution** | **Name of Board** | **Year of Passing** | **% marks** |
| B.com with computer applications | Gov: college Kodenchery | University of Calicut | 2013 | 73.5% |

**Completed Peach Tree Accounting Software and MS Office**

***Perusing MBA in Finance (2nd Semester \_Distance education Pondicherry university)***

**PERSONAL DETAILS**

|  |  |
| --- | --- |
|  |  |
| Sex | :Male |
| Marital status | :Single |
| Date of birth | :11-08-1992 |
| Nationality | :Indian |
| Religion | :Hindu |
| Languages known | :English, Malayalam, Hindi, Tamil |

**DECLERATION**

I hereby declare that above information’s furnished is true and correct to the best of my knowledge and belief

Yours faithfully

|  |  |
| --- | --- |
| Place | :Dubai |
| Date | :03/01/2017 |

AKHILESH