# P- 214 2.jpgACCOUNTANT WITH 1 YEAR EXPERIENCE AYYAPPADAS

**CONTACT INFO**

[**Ayyappadas-394401@2freemail.com**](mailto:Ayyappadas-394401@2freemail.com)

**CAREER OBJECTIVE**

To achieve a respectable position in the industry, where my skills& abilities in Accounting can be utilized for the growth of the company, thereby achieve a rapid career growth.

**WORK EXPERIENCE**

Accountant

(JULY 2018-JUNE2019)

Travel Agent

**JOB PROFILE**

* Recording day to day transactions in all Journal vouchers and maintaining supporting documents such as Quotation, LPO, Debit note, Credit note, Invoices etc.
* Keeping PDC registers, Managing Petty cash and Bank Facilities Such as LC, Non LC, Cheque Discounting etc.
* Monitoring and updating list of accounts receivables and payables and preparing ageing reports.
* Periodic Analysis and Reconciliation of Multiple bank accounts.
* Review and Maintaining of inventory register and ensuring all inventory movement information are mentioned.
* Prepare payroll and calculate employee benefits including Gratuity, Leave salary, Bonus, Advances etc., and prepare WPS & Salary transfer letters.
* Performing the monthly closing procedures and making adjustment entries which includes prepaid & deferred Income/expenses, Provisions, Depreciation etc.
* Preparation of Final Statements including TB, P&L and Balance sheet periodically.
* Maintain a Fixed asset register with effect of periodic depreciation to ensure the exact net asset value
* Confident to perform Gulf VAT/GST Duties
* Auditing and coordinating with the external Auditor During Audit Period
* Interactions with Clients, Auditors, Bankers, Other departments as well as the management.
* Familiar with accounting soft ware’s such as Tally, Peachtree and MS office and confident to work with any accounting software

**EDUCATIONAL QUALIFICATION**

* Bachelor of Commerce (B.com – TAXATION), MG University, India
* Aviation (IATA) CANDA

**PROFESSIONAL SKILLS**

* Time Management
* Multitasking
* Self-Motivated
* Dedication
* Quick Learner

**IT SKILLS**

* **Microsoft Office**
* Accounting Soft ware’s – **Tally ERP9**
* Confident to do any Accounting Software

**PERSONAL DETAILS**

Date of Birth : 12/08/1996

Gender : Male

Nationality : Indian

Marital Status : Single

Language Proficiency : English, Malayalam,Hindi &Tamil

Religion : Hindu

**REFERENCE**

Reference will be provided on demand