**AKHIL S KUMAR**

**Accountant with 2 Years’ experience**

+971 547992135

akhilskumar001@gmail.com

Deira, Dubai, United Arab Emirates

**CAREER SUMMARY**

Experienced Accounts Professional with 2 years of proven work experience in field of Accounts, Finance & Administration. Expertise in sap and Accounts works, Customer Services, Bank dealings. Maintaining consistent work performance in career professionally. Smooth cooperation with the management.

**STRENGTH & SKILLS**

* Financial Statements & Reporting
* Quick Learning
* Handling Challenging job & Situation.
* Creative attitude & Honesty.
* Team worker with leading ability.

#### PROFFESIONAL SUMMARY

**Accountant**

TEXSAAS TECHNO PARK

Computer Educational Institution

May 2015 –May 2016

**Roles/Responsibilities**

* Responsible from Invoicing up to Finalization of Accounts
* Creation of new Vendors Accounts SAP sys
* Incoming Invoices Posting and Make Payments in SAP sys
* Preparation of General Ledger Account and Fixed Assets
* General administration.
* Monitoring payable & receivable and finalize monthly collection reports
* Prepare Cash Voucher, Payment Voucher, Journal Voucher and assist in the preparation and finalization of Accounts, Manage bank reconciliation statement.
* Maintain bank account; cash counting & deposit to bank.
* Preparing-checking vouchers & cheques and handling petty cash.
* Handle clients' queries and help them to meet their requirements.
* Maintained schedules of accounts receivables and payables.
* Assets Accounting: Configuring and Customizing of Assets, Maintaining of Asset master.
* Data, Acquisitions, Retirements, Transfers, Revaluation of Assets and Depreciation Run.
* Configured payment program to process transaction from banking database.
* Configured settings for Company code, posting period variant, assigned document number ranges, tolerance groups for customers, G/L accounts and users

**Assistant Accountant**

TRUE VINE TRAVEL AND TOURISM

M/s Accounts, Coimbatore, Tamilnadu, India

Accounting & Taxation Services

November 2016 - June 2017

**Roles/Responsibilities**

Worked as an Asst. Accountant under a senior accountant in all financial accounting and taxation jobs including finalization of accounts, auditing and computation and clubbing of taxable income

* Handle and file the accountancy related documents, forms and vouchers
* Reviewed and Corrected Accounting Entries

**EDUCATIONAL QUALIFICATION**

• MCom in CORPORATE SECRETARYSHIP (2018) from PSG COLLEGE OF ARTS AND SCIENCE Coimbatore, Tamilnadu, INDIA

• B.Com (2015) from MARIAN College, Kuttikanam, Kerala, India.

**COMPUTER PROFICIENCY**

* Tally ERP 9, Peachtree
* MS Office
* SAP FICO

**PERSONAL INFORMATION**

Birth Date : 03 June 1993

Gender : Male

Nationality : India

Visa Status : Visit Visa

Marital Status : Single

Languages Known : English, Malayalam, Hindi, Tamil

**REFERENCE**

* Prof. Sai Krishnan MCom (Faculty, PSG College Of Arts And Science Coimbatore) Mob- +91 9994649840