



ABHILASH J

ACCOUNTANT & CASHIER

CAREER OBJECTIVE

Skilled and experienced accountant with advanced accounting abilities to effect employer growth and success. I am loyal and hardworking and have good communication. Seeking an opportunity to fully utilize my training and skills, to build upon existing corporate finance skills in both transaction execution and analytics while making a significant contribution to the success of the company.

PERSONAL DETAILS

Mobile No	+971 542375710
Email ID	appuabhilash4@gmail.com
Address	Jumeirah 1, Dubai, UAE
Nationality	Indian
D.O.B	04.10.1994
Gender	Male
Marital Status	Married

KEY SKILLS

Tax Computing

Payroll

Budgeting

Time management

Prepare accounting reports

Problem Solving

Reconciliation

Spreadsheet

Invoicing

Auditing

Analytical skill

EDUCATION

2013-2015	B.COM University of Kerala
2013-2014	M.S.OFFICE Diploma in MS Word, MS Excel and MS PowerPoint
2013-2014	Tally ERP. 9 Diploma in Tally-GST enabled, latest version

EXPERIENCE

❖ ACCOUNTANT | 2018-2022

Medic biologicals & Pharamaceuticals pvt.ltd

- Prepare budget
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Knowing financial policies and regulations
- Preparing and maintaining important financial reports
- Ensure accuracy of financial documents
- Process payments
- Keeping data for future reference

❖ ACCOUNTANT | 2017-2018

Efficus Life Science and Pharmaceutical Pvt.Ltd

- Maintain cashbook
- Purchase register
- MS Excel works
- Maintaining communication with colleagues
- Giving reports to management
- Timely reporting financial summaries to management
- Financial statement and preparation
- Posted accounts receivable
- Payroll processing
- Perform monthly bank and account reconciliation
- Monitoring monthly sales and preparation
- Month end analysis
- Manage all accounting transaction

PASSPORT DETAILS

Passport Number	N8683094
Date of issue	10/05/2016
Date of Expiry	09/05/2026
Place of issue	Trivandrum

LANGUAGES KNOWN

- ☐ English
- ☐ Malayalam
- ☐ Hindi
- ☐ Tamil

HOBBIES

- ☐ Cricket
- ☐ Football

❖ ACCOUNTS ASSISTANT & OFFICE ASSISTANT | 2013-2016

Sree Lekshmi Associates Pvt.Ltd(pharmaceutical)

- Check stock
 - Maintain purchase register
 - Maintain sales register
 - Daily & monthly stock audit
 - Reporting to top management
 - Updating financial statements
 - Maintaining accounts receivable and payable
 - Manage account transaction
 - Make reports for future reference
 - Reporting updates
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- General accounting
 - Documenting

DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

ABHILASH J