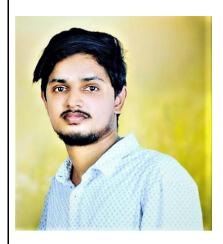
# **ABHILASH.P.B**



## **Contact**

#### Address:

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RAMAPURAM ROAD
KATTAKAMPAL P.O
THRISSUR, PIN: 680544

#### Phone:

+9037136768

#### Email:

Abhilashpb1993@gmail.com

# Languages

Malayalam English Hindi Tamil

# **Summary**

Seeking a challenging position in a professional managed organisation proven abilities developed through my experience and education with the opportunity for the growth and to promote the growth of the organisation.

# **Experience**

Working as a Executive accountant handling day to day accounting activities and reporting to Financial control Royal Group (Centralized accounting office) Tripunithura – Ernakulam. This is one of the Reputed food chain company having branches across Ernakulam.

### **Job Profile**

- Prepare Sales invoices with rate chart on daily basis.
- Verify purchases invoices with purchase order, GRN and for final payment.
- Data entry of cheque receipt, cheque payment, purchase invoices and sales invoices and expense vouchers.
- Analyzed, examined, and interpreted accounts records, compiled financial information, and reconciled reports and financial data.
- Handling of petty cash payment and daily reporting.
- Determines payroll requirements, maintains payroll data, prepare and process monthly payrolls Bank reconciliation on daily basis.
- Generating effective Debtors Collection system (Age wise receivables).
- Prepare cheque for suppliers.
- Reconciliation of suppliers and customers ledger on daily basis.
- General administration works related to the company.
- Computation of GST report such as GSTR 3B,GSTR1.GSTR2 and monthly filling and Payment.
- Inventory control stores and purchase.
- Undertake any other responsibility realating to the depar
- Generate monthly M.I.S. report includes P&L,
   Balance sheet and cash flow.
- Currently is the Team Leader in Implimenting ERP.

### **Special assignments**

- Day to day work related to Bank and its correspondence.
- Physical stock taking on monthly basis.
- Undertake any other responsibility relating to the Dept as may be assigned from time to time.

## **Accomplishments**

- Enhanced productivity and control of expenses by automating the month end reporting process.
- Contributing to the achievement of business unit objectives through timely,
   sound and effective financial counsel to the top management.

# **Past Experience**

### <u>The Woodsmanor Hotel – Ernakulam (Jan – 2014 to Dec -2014)</u>

Worked as accounts assistant in Woodsmanor hotel (Three Star category) for one year. Assist the chief accountant on daily accounting activities. Good knowledge of luxury Tax Service Tax and Vat.

#### **Education**

Qualification	Board/ University	Year of Passing
B.com	Calicut University	2013
Plus Two	State	2010
SSLC	State	2008

## **Additional Qualification & Skills**

- Typewriting English 60. W.P.M
- Well versed with MS OFFICE APPLICATION and TALLY SOFTWARE.
- Time Management
- Critical Thinking

- Handling Pressure
- Awards Employee of the year-2018

#### Personal

Father's Name : Balakrishnan .C.A

Date of Birth : 27-03-1993

Gender : Male

Marital Status : Single

Passport No.&: P4056760

Validity : 17-08-2026

Nationality : Indian

# Declaration

I do hereby declare that the facts stated above are true and correct to the best of my knowledge and belief.

PLACE : KUNNAMKULAM ABHILASH .P.B

DATE:

Abhilash