

# ABHILASH.P.B



## 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.

## Contact

**Address:**

PURAYATH (H)  
RAMAPURAM ROAD  
KATTAKAMPAL P.O  
THRISSUR , PIN : 680544

**Phone:**

+9037136768

**Email:**

Abhilashpb1993@gmail.com

## Languages

Malayalam  
English  
Hindi  
Tamil

## 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

### The Woodsmanor Hotel – Ernakulam (Jan – 2014 to Dec -2014)

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

DATE :

ABHILASH .P.B

*Abhilash*