



ABITH S

Accounts Executive

My Contact

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☎ +91-8089-360-956

Professional Skills

- Handling and maintaining accounts upto finalization
- Handling and taking care of TDS, Advance tax, Gratuity, ESI and EPF
- Payroll Preparation
- GST Return filing
- Bank transactions
- Invoicing
- Controlling payments and receipt

IT Skills

- Microsoft Office Word, Microsoft Office Excel, Microsoft Office PowerPoint
- Tally ERP 9

Education Background

- *Masters in Commerce*
Yuvan Institute
Completed in 2016
- *Bachelor of Commerce, M G University*
The Cochin College
Completed in 2014

Career Objective

To work in a creative and challenging environment where I could develop my skills, constantly learn and successfully deliver solutions to problems and grow thereby integrating both personal and organizational goals.

Professional Experience

Dexlock Technologies LLP | Accounts Executive

2019 - Present

Key responsibilities:

- Handling and taking care of TDS (TDS Calculation, payment, filing, and generating TDS certificate of both employees and vendors (Form16, Form16A), E-payment, E-return filing, and other procedures.
- Assist in the finalization and preparation of monthly & Yearly financial statements
- Monthly ledger scrutiny, Ledger reconciliations and updating records.
- Manages the payroll
- Monitoring revenue and expenses in order to avoid unnecessary expenses & Reporting to top management
- Calculates statutory benefits like ESI and EPF and also prepares the documents for ESI & EPF.
- Cash book and day book maintaining (Tally)
- Bank debtors and creditors Reconciliation
- Handling and maintaining accounts
- All kinds of bank transactions including EFC conversion
- GST Return filing - GSTR1, 3B and LUT filing
- Vendor list preparation, Collecting and filing of vouchers from vendors.
- Gratuity calculation and documentation
- Advance tax calculation, Professional tax calculation, and its payments
- Invoicing and client interactions
- Office administration

Akjp & Associates, Company Secretaries | Accounts Trainee

2017 - 2019

Key responsibilities:

- Cash book and day book maintaining (Tally)
- GST Return filing - GSTR1, 3B and LUT filing
- Calculates statutory benefits like ESI and EPF and also prepares the documents for ESI & EPF
- Ministry of Corporates affairs filings such as company formation, Annual filing, filing for Director Identification number, addition and deletion of directors.
- Conducting Annual General Meeting of companies
- Apply for Digital signature and download the certificate
- Office administration and employees recruitment
- Invoice preparation and client interaction