



CONTACTS

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CAREER OBJECTIVE

Strategy and result driven Accounts and Human Resource Professional with 12 years' experience in Accounts and Human Resource for different companies in India & abroad.

EDUCATION

M Com (Finance)

MAHATHMA GANDHI UNIVERSITY
KERALA- INDIA

CA IPCC COURSE COMPLETED

SKILLS

Accounts receivables management
Managing billings and collections
Balance sheet Management
Preparing Financial Status Reports
Legal Compliance
Reporting Research Results
Attention to Detail
Excellent interpersonal skills
GreytHR software.

EXPERIENCE

TECHNOSKILL FACADED EXPERTS PRIVATE LIMITED

Accounts Manager

April 2023 – Till now

- Analyse client transactions and tax records.
- Identify tax reporting errors and rectify them
- Overlook yearly profit-and-loss statements and balance sheets.
- Maintain financial records for bank transactions, invoices and expenses.
- Work with management to understand financial goals and chart budgets and financial plans for the succeeding financial year.

FLYKIOSK PRIVATE LIMITED & FLYKIOSK LLC INDIA & KSA

HR MANAGER

July 2022 – April 2023

- Talent Acquisition for India & Abroad through various channels.
- Monitored and handled employee claims involving performance-based and harassment incidents.
- Coordinated immigration process with team leaders for visa and green card applications to support mobility requests for domestic and international long and short-term assignments.
- Motivated employees through special events, incentive programs, and constructive feedback.
- Maintained payroll and benefits for employees in various locations and diminished financial discrepancies through expert program management.
- Organized and led staff orientation programs and training to promote collaboration.
- Created vision and goals for HR team and motivated staff to achieve excellence in customer support and core HR processes.
- Led decision-making and implementation of HR policies, procedures, programs and functions.

ADOX GLOBAL PRIVATE LIMITED COCHIN

Accounts Manager – Full time

Feb 2022 – July 2022

Plan and execute month/quarter/annual closure schedule.

Approve Non-Standard & off Line Journal Entries & manual journals crossing materiality threshold.

Ensure reclassification and accounting of wrong or unaccounted entries prior to GL close.

Review financial results and do YOY and quarterly comparison of company performance both in terms of top line and bottom line.

Monitor all the purchases and expense accruals booked aged more than 60 days and ensure timely reversal of over accruals.

Monitor and review the Balance Sheet reconciliations prepared by Accenture team, review open, unusual and aged items for closer.

Balance Sheet Flux Analysis: Analyzing quarterly fluctuations in Balance Sheet Accounts and root cause analysis of accounts having major fluctuations on quarterly basis.

Review the Balance Sheet accounts and Profit & loss accounts at macro level & ensure integrity of all reported financial statements.

ABSOLUTE EQUITY PLUS COCHIN-INDIA

Assistant Accounts Manager– Full time

Dec 2019 – Feb 2022

Addressed problems with accounting, billing, and service delivery to maintain and enhance client satisfaction.

Built and strengthened long-lasting client relationships based on accurate price quotes and customer-centric terms.

Developed and implemented strategies to increase client retention.

Evaluated client needs and developed tailored solutions to increase positive customer ratings.

Facilitated client satisfaction and renewed customer relations to drive growth.

Performed banking, business administration and financial tasks to guarantee five-star service for clients

Skills: Tally ERP

VIVID INTERIOR STUDIO, COCHIN- INDIA

Accounts Officer– Full time

June 2018 – Aug 2019

Updated general ledger of accounts with current, accurate and industry-compliant data to meet all internal and external audit requirements.

Input vendor payments and updated accounts to reflect new balances.

Supervised accounting department operations and team of up to 21 employees.

Collaborated with purchasing department to reconcile vendor invoices and facilitate payments.

Reconciled company bank, credit card and line of credit accounts, investigating and resolving discrepancies to keep accounts audit-ready.

Skills: Tally ERP & MS Office

EVERGREEN VENTURES, COCHIN - INDIA

Accounts Officer– Full time

July 2012 – Mar 2018

Preparation of Final Accounts
Internal Auditing of companies
Projected balance sheet and profitability statement.
Project report and ratio analysis.
Cash flow and fund flow statements.
Preparation of bank reconciliation,.
Maintenance of all day to day transaction in Tally Accounting Software ERP 9.
Handling in petty cash and Banking operations.
Preparation of Value Added Tax computation and Reports(E-filing).
Projected Balance sheet and profitability statement for Bank purpose.
Preparation of stock report, Manufacturing Account.
Handling in material inward and outward register
Preparation of cost sheet.
Calculation of service tax ,TDS, and its reports.
Preparation of ESI & PF statements.

SEKO GLOBAL LOGISTICS , DOHA - QATAR

Accounts Assistant– Full time

Jan 2009 – April 2010

Organized data into multiple spreadsheets to streamline data.
Processed payments and documents such as invoices, journal vouchers, employee reimbursements, and statements.
Maintained clean and organized files by keeping accounts payable records up-to-date.
Used accounting software Tally to prepare weekly and monthly financial reports

Praveenkumar K P