

RESUME

Ajith Balakrishnan
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CAREER OBJECTIVE:

To work in challenging environment to utilize my skills and abilities to achieve greater results and move upward in my career. After all seeking to achieve the objective and mission of my firm.

CAREER SUMMARY:

- Experience as Accounts and System Admin – Rupesh and Company.
- Experience as Accountant – Thamarasseril Auto Agencies.
- Experience as an Accountant for 2 year @ K Krishnakumar & Co,Chartered Accountants.
- Possess strong communication, interpersonal and relationship management skills.
- Good working knowledge in software related to databases for recording and reporting.

QUALIFICATIONS:

EDUCATIONAL QUALIFICATION

- Professional Diploma in Computerized Financial Accounting (PDCFA): from School of Human Resource Development, under Govt. of Kerala.
- Bachelor degree of commerce: from Kerala University.

SOFTWARE KILLS

- Tally Erp9
- MS Office
- Google products (Google sheets,Doc)

WORK EXPERIENCE

Company : Alsamer International Trading Co. WLL; Accountant: From 2019 February to Still

Job Profile:

- Dealing outside suppliers
- Vat return filling
- Preparation of Payroll
- Records day to day transactions
- Handle Inventory Physical and system
- Preparation of financial reports to Management
- Support to sales team
- Bank reconciliation
- Monthly Audit.

Company: Rajeev Associates; Auditor; From 2017 May to 2019 February.

Job profile:

- Bank audit (Concurrent audit).
- GST returns filing.
- Working as tally consultant (Clients).
- Preparation of financial statements.

Company: Rupesh and Company; Accounts and System Admin; From 2015 Sept to April

2017

Job Profile:

- Handling support call for all branches relating to accounting queries and software queries.
- All alterations and corrections are handled with master password.
- Software customization to get reports based on the type of business.
- Payroll Accounting.
- MIS reporting.
- Handling Imports right from the advance payment till the Special Additional Duty refund.
- Management of data of all branches backup schedules and securing data at Head office.
- Monitoring software breach in privacy and confidentiality of company data.
- Monitoring software report based on idle status of employees.

Company: Thamarasseril Auto Agencies; Accountant; From 2015 May to Sept 2013

Job Profile:

- Data entry and accounting (Tally).
- Vat returns filing (Sales Tax).
- Preparation of finance scheme.
- Handling support call for all branches relating to accounting queries and software queries.

Company: K Krishnakumar & Co. Chartered Accountants; Accountant; From 2011 April to April 2013

Job Profile:

- Data entry & Accounting (Tally).
- Statutory Audit (Under Income Tax and Sales Tax).
- Bank Audit (Concurrent Audit).
- Vat returns filing (Sales Tax).

PERSONAL DETAILS

Father Name	: Balakrishnan Achary
Permanent Address	: Krishnavilasom, Thazhathukulakkada PO, Kottarakkara, Kollam Pin: 691521, Kerala (State) India.
Date of Birth	: 25-02-1991
Nationality	: Indian
Marital Status	: Single
Passport No	: L1761109

LICENSE DETAILS

License No	: 910258619
Place of Issue	: Kingdom of Bahrain
Validity	: 21-12-2024

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Place :
Date :

Ajith Balakrishnan