



AKHIL C

ACCOUNTS EXECUTIVE

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📍 Kacheri Parambath

Muttungal West

Vatakara, Kozhikode

Kerala -673106

India

Date of birth: 19-June-1995

SKILLS

BuildSmart software

Tally ERP 9

Peachtree accounting

Quick books accounting

Advanced use of MS office

Event coordinator

LANGUAGES

English

Malayalam

Hindi

Tamil

HOBBIES

Badminton and Cricket

Community work

OBJECTIVE

Looking for a full time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively

WORK EXPERIENCE

Cherian Varkey Construction Company Pvt Ltd, Kochi

Accounts Executive

April 2018 to October 2019

- Managed accounts payable and accounts receivable departments
- Prepared purchase order, goods receive note and E-way bill
- Performed different tasks such as invoice reconciliation, debtors invoicing, ledger transactions and stock management
- Planned, assigned and reviewed staff's work
- Analyzed financial information and summaries financial status
- Prepared GST return statement
- Supported month-end and year end-end close process

Winners Enterprises, Thalassery

Accountant

Jan-2016 to July 2016

- Managed accounts department
- Followed cash control procedure, including cash register balancing and bank deposits
- Performed general office duties and administrative task

EDUCATION

MBA (FINANCE AND MARKETING) *2016 – 2018*

Marthoma School of Management Studies (kochi business school)

Mahatma Gandhi University

B.COM

2015

Christ College, Thalassery

Calicut University

Plus Two- Commerce

2012

Kkm Ghss Orkkatteri

SSLC

2010

Gvhss Madappally

ADDITIONAL CERTIFICATE

Certificate of e-Accountant