



# MIDOSH TOMY PAZHANKAN

Accountant | Asst. Accountant | Jr. Accountant

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Current Location: Dubai, UAE (Willing to Relocate)

## OBJECTIVE

An Energetic Accounts Professional having 2 years & 9 Months of experience (1 years in Indian space research organization & 1 years & 9 Months in Lazza Ice Creams) in Accounts Department. Intend to build a career in a committed and dedicated working environment. Constructively getting assimilated to organizations visions and ethos to help in achieving its visions with the depth of character and the best of my efforts that goes beyond the call of my duty. True Achievement is when my personal goals happily coincide with that of the organization.

## SKILLS

- Banking & Retail Operations
- Cash Handling
- Sales & Negotiation
- Analytical Mind
- Strong Verbal Communication & Presentation
- Ability to work under pressure
- Customer Service & Support
- Organization & Time Management
- Product Knowledge
- Tolerant and flexible to different situations
- Self-motivated, Initiative, high level of energy
- Excellent coordination skills
- Ability to motivate people
- Can work independently or as a part of team

## PROFESSIONAL EXPERIENCE

**Assistant Accountant** (1<sup>st</sup> January 2019 – 16<sup>th</sup> September 2020)

### Lazza Ice Cream - India

Lazza Ice Cream is a leading private sector food and drink company in India. The company is a pioneer in the ice cream industry in south India. Today has over 28 factories spread across south India. The company has also started overseas operations in parts of Middle East and Africa.

#### Duties & Responsibilities

- Preparing financial documents such as invoices, bills, and accounts payable and receivable
- Completing purchase orders
- Managing payroll
- Completing financial reports on a regular basis and providing information to the finance team
- Assisting with budgets
- Completing bank reconciliations
- Managing company ledgers
- Processing business expenses
- Verifying balances in account books and rectifying discrepancies
- Verifying bank deposits
- Managing day-to-day transactions
- Recording office expenditures and ensuring these expenses are within the set budget
- Posting daily receipts
- Completing the year-end analysis
- Reporting on debtors and creditors
- Handling accruals and prepayments
- Managing weekly and monthly reports
- Preparing Intercompany Reconciliation.
- Preparing Supplier Reconciliation
- Assist in the processing of balance sheet, income statement.
- Assist senior accountant in the preparation of monthly and yearly closing
- Encoding accounting entries for data processing
- Sorting financial documents and posting them to the proper accounts
- Reviewing computer reports for accuracy and meticulously tracing errors back to their source
- Resolving errors in reports and correcting faulty reporting methods financial
- Administering payrolls and controlling income and expenditure.
- Financial forecasting and risk analysis
- Negotiating the terms of business deals and move with clients and associated organizations
- Meeting and interviewing clients
- Managing colleagues workloads and deadlines

## PERSONAL DETAILS

- Date of Birth: 28<sup>th</sup> June 1997
- Marital Status: Single
- Nationality: Indian
- Passport No:U6756942
- Passport Expiry Date: 08<sup>th</sup> Sep 2030
- Languages Known: English, Hindi & Malayalam.

## PRESENT ADDRESS

Al-Nadha,  
Dubai,  
United Arab Emirates

**Accounts Trainee** (09<sup>th</sup> February 2016 – 08<sup>th</sup> February 2017)

### **VIKRAM SARABHAI SPACE CENTRE (ISRO) - India**

Vikram Sarabhai Space Centre (VSSC) is the lead centre of India Space Research Organisation (ISRO) under the Department of Space, Government of India. VSSC pioneers in rocket research and launch vehicle project of ISRO.

#### **Duties & Responsibilities**

- Update account payable and receivable.
- Administering payrolls and controlling income and expenditure.
- Assist in the processing of balance sheet, income statement.
- Assist senior accountant in the preparation of monthly and yearly closing.
- Auditing financial information
- Financial forecasting and risk analysis.
- Analyzing accounts and business plans.
- Prepare weekly and monthly reports.
- Post all journal entries.
- Issue invoices.
- Preparing purchase orders, Invoices.
- Inventory Handling, cash flow.
- Preparing Bank Reconciliation.
- Preparing Intercompany Reconciliation.
- Preparing Supplier Reconciliation

#### **EDUCATIONAL QUALIFICATIONS**

- Bachelor of Commerce (B COM) from Bharathiar University - India
- Higher Secondary (+2 Commerce) from Kerala Board of Higher Secondary - India
- Secondary (10<sup>th</sup>) from Central Board of Secondary Education - India

#### **COMPUTER SKILLS**

- Tally ERP 9 & Basic Accounting
- Microsoft Office
- Google Digital Marketing
- Well versed with operating systems & Internet applications