




# YADHU KRISHNAN M

## Accounts Assistant



### CONTACT

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### PROFILE

"A true champion of best practise who is organised, customer-focused, and also has the required communication skills needed to make every customer feel special."

Looking forward to an exclusive opportunity in a challenging environment, which will help me to grow stronger and healthier in my career life. I have **2 years** of experience in diversified fields of **Accounts Assistant and Cashier** in UAE & India. Now I am looking for a suitable position with a company which offers genuine opportunity for progression and where I can make a significant contribution.

### CAREER

#### ■ Stocker cum cashier

2020 - Present

Choithrams Supermarket, dubai , UAE

#### ■ Accountant

2018 - 2019

Alhind Tours And Travels Pvt Ltd. Kasaragod

- Manage all accounting function for this company including account payable and receivable.
- Verifying day to day financial operations with regard to financial Accounting.
- Verifying and Ensuring the Correctness of Books of Accounts.
- Review all petty cash reimbursements for proper documentation and ensure adherence to petty cash policies and procedures.
- Preparing Monthly expenses accruals for contract, maintain a control sheet for all prepaid expenses.
- Preparing monthly detailed management reports (MIS), Reconciliations, and schedule.
- Prepare the monthly journal entries for accrued expenses that have been incurred to a given accounting period but not yet paid for utility bills and wages and salaries.
- Preparation of financial statement i.e. ( P&L A/C, Balance Sheet & cash flow statement)
- Bank books, cash book, journal vouchers, debit notes and credit notes were verified during vouching.

### PROFESSIONAL SKILLS

MS Office                      Tally 9  
Quick Book                      Peachtree

### PERSONAL SKILLS

Team player  
Good Communication skill  
Excellent computer knowledge  
Analytical and problem solving skill

### EDUCATION

■ BBM                                      2013– 2016  
Kannur University  
Peoples Co-operative Arts and Science  
Collage,Munnad  
■ Diploma                                      2016–2017  
in Indian and Foreign Accounting

### LANGUAGE

English                      Malayalam  
Tamil                      Hindi

### REFERENCES

Available on request.