

ABHIJITH R

Dubai, UAE

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Accounts Professional with 4 Years Experience

Summary:

Highly motivated accountant with extensive knowledge of accounting and eager to be a part of an esteemed organization. Always willing to accept new challenges to help the organization to achieve the goals and objectives.

Professional Experience:

Organization	Period	Position
Macaw Travel & Tourism Dubai	3 Aug 2019 - 28 Feb 2020	Accounts Assistant
Spark Creation, Kerala, India	1 Dec 2019 - 25 July 2019	Accounts Assistant / Sales

Macaw Travel and Tourism

Responsibility/Job Profile:

- Responsible for handling accounts payables and accounts receivable
- Responsible for handling day to day book keeping GL accounts.
- Assisting for the month end closing activities by preparing depreciation schedules, bank reconciliation, prepaid schedules and interest accruals.
- Responsible for handling all petty cash activities.
- Preparing client invoices.
- Vendor statements reconciliations and preparing cheques.
- Handling advertisements & promotion cost per month as per outlet.
- Preparing goods entry.
- Knowledge in cash billing process.
- Daily sales reports sharing to the concern sales team

Spark Creation – Kerala, India

Responsibility/Job Profile:

- Develop strategic policies and programs
- Responsible for co-coordinating with the customers to receive the funds on time
- Responsible for preparations of monthly budgets for payable.
- Input tax credit (vat), service tax & excise.
- Reconciling of the bank accounts on weekly basis.
- Sales ordering entering and conversion of sales invoices based on stock levels checking

Educational qualification:

Qualification	University	Year
Bachelor of Arts & Commerce	Mahatma Gandhi (MG) University	2017
Higher Secondary	Vocational higher secondary	2014

Computer Knowledge:

- MS Office: Word, Excel, PowerPoint and Access
- Internet Browsing & E-mails
- Accounting/ ERP Software: TALLY7.2, Quick Book

Skills & Capabilities:

- Analytical skills, Accounting work requires a meticulous, detail oriented eye
- Managing & Supporting new business convention
- Critical Thinking & Organizational
- Excellent oral and written communication skills
- Spreadsheet Proficiency
- Positive, confident and determined approach
- Resilience and the ability to cope with rejection
- A high degree of self-motivation and ambition
- The skills to work both independently and as part of a team
- Good level of numeracy & Adaptability.

Language Known:

Languages	Write	Read	Speak
English	✓	✓	✓
Hindi	✓	✓	✓
Tamil	-	-	✓
Malayalam (Mother Tongue)	✓	✓	✓

Personal Details:

Name : Abhijith R
Sex : Male
Date of birth : 14 June 1996
Marital Status : Single
Nationality : Indian
Passport no : S 3415153
Passport Expiry Date : 19 July 2028
Visa Status : Visit Visa
Visa Expiry Date : 20 April 2021

Declaration:

I do here by declare that the above-mentioned information is true to the best of my knowledge and belief.

ABHIJITH R