



UNITED ARAB EMRATES



0589063799



akhilmaniyan@gmail.com

PERSONNEL DETAILS

Date of Birth	11 March 1997
Nationality	India
Marital Status	Single
Passport No	U9722940
Visa status	Visiting visa

LANGUAGES

- ENGLISH
- HINDI
- MALAYALAM
- TAMIL

HOBBIES

- TRAVELLING
- PHOTOGRAPHY

AKHIL M

ACCOUNTANT EXECUTIVE & AUDIT ASSISTANT

PROFILE DESCRIPTION

Professional auditing assistant as well as account executive with extensive experience in handling administrative duties and executive responsibilities associated with both internal and external corporate auditing. Skilled in partnering with authorities and managers to identify items of concern and find innovative solutions to such problems. Also skilled in extracting, compiling, and interpreting data for purposes of auditing. Excellent analytical and computer skills.

EDUCATION

Diploma in Indian and Foreign Accounting	March 2019
Bachelor of Business Administration	2014 - 2017
12th (Higher Secondary)	2012 - 2014
10th (SSLC)	March 2012

SKILLS

- Vision, Strategy and Execution
- Data collection and analysing
- Team handling
- Training skills
- Communication and management skills
- Quick learning
- Analytical and numerical calculations

IT SKILLS

- **MS Office** (MS – Word, MS – Excel, Power point)
- Familiar with using **Peach Tree**, **Quick book** and Tally **ERP**.
- Familiar in using **Outlook Express** & browsing the internet.

WORK EXPERIENCE

ACCOUNTANT EXECUTIVE

(May 2019 – October 2021)

- Preparing Financial statements (Trading Accounts, Profit and Loss Accounts, Balance Sheet)
- Handling Book Keeping, Cash Transaction, and Tax Payable of clients.
- Handling Accounts Receivable and Accounts Payable.
- Preparing monthly purchase and sales summary.
- Process Journal entries and perform accounting correction to ensure accurate records.
- Responsible for monthly GST, and TDS filing.
- Reconciliation of bank accounts and book of records.
- Data analysis and verification.
- Attending and completion of GST case in sales tax office.
- Completion and submission of monthly and annual reports.

AUDIT ASSISTANT

(May 2019 – October 2021)

❖ **Federal Bank**

- Checking Different Loan sanctioning, Account opening, Verifying and Clarifying KYC details and all other required Documents.
- Verification of daily opening & closing cash balance and Weekly branch ATM verification.

❖ **Muthoot FinCorp – Head Office and MRIBS (Muthoot Risk and Insurance Brokerage Service)**

- Monthly reconciliation of GROUP COMPANY and MONEY PRODUCTS.
- Monthly GST & TDS returns cross checking and completion of monthly concurrent audit.
- Tally entry checking, cross verification and monthly balance checking.

PROJECTS

❖ **Total Quality Management in KTDC(Kerala Tourism Development Corporation)**

Analysed Quality of service and customer satisfaction in Kerala Tourism Department.

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place: Dubai

Yours Faithfully
Akhil M