

AKHIL AJAY.P

ASSISTANT ACCOUNTS MANAGER

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Mobile 9809822014 , 8590267948

Irinjalakuda, Thrissur, Kerala



Career Objective

To associate myself with a reputed organization where I can apply the knowledge and skills that I have acquired as well as to work in a challenging atmosphere that offers growth based on work, merit and performance.

Professional profile

1. As Assistant Accounts Manager at 2M HOLDING INDIA PRIVATE LIMITED

(20/10/2021 - Currently working)

- Managing and Verifying subordinate work
- Preparation Monthly Reports
- Preparation of payroll and salary statement.
- GSTR 1 & 3B Return filing.
- GSTR 9 Return filling.
- TDS collecting and payment.
- PF Preparation and Filing
- Preparation of Financial statement.
- Preparation of bank reconciliation statement.

2. As Accountant at Luna Deoro Interiors Pvt.Ltd, Cochin

(26/10/2016 to 07/10/2021)

- Maintaining daybook and cash book.
- General ledger accounting and fund planning.
- Preparation of payroll and salary statement.
- GSTR Return filling.
- TDS collecting and payment.
- Preparation of Financial statement.
- Preparation of bank reconciliation statement.

3. As an Account Assistant at Ajeesh Kumar & Associates.CA Office, Irinjalakuda

(1/04/ 2015 to 09/04/2016)

- Maintaining of Day Books.
- Preparation of Financial statements.
- Collection of Cash and cheque.
- Stock taking and stock valuation.
- Customer care support.
- Execution of all office work.
- Preparation of bank reconciliation statement.

Academic Profile

Courses	Board of study	Specialization	Year of passing
B.com	MG University	Co operation	2014
Plus Two	State Board of Exam	Commerce	2011
SSLC	State Board of Exam		2009

Software Experience

- Microsoft office
- Tally ERP 9
- Peach tree

Personal Profile

S/o Ajay .P.G
Polassery (H)
P.O Konathukunnu
Paingode
Thrissur –Kerala.

Sex : Male
Date of birth : 07/10/1992
Passport Validity : (11/05/2015 to 10/05/2025)
Passport No : M8722721
Marital Status : Married
Driving License : India

Languages Known

English read, write, speak
Hindi read, write, speak
Malayalam read, write, speak

Declaration

I hereby declare that the all above mentioned details are true and to the best of my knowledge and belief.