

# CURRICULUM VITAE



## ABILASH C

**Mobile:**

**Uae - 0091-9656019848**

**E-mail:**

**abilashchembra@gmail.com**

### EDUCATIONAL LEVEL

- BCOM
- 3 YEAR POLY DIPLOMA
- HSE
- SSLC

### PERSONAL DETAILS

Date of birth : 23-05-1991  
Sex : Male  
Marital status : Single  
Nationality : Indian  
Driving license : Valid Indian License

### PASSPORT DETAILS

Passport no. : K6437964  
Issue date : 12/12/2012  
Expiry date : 11/12/2022  
Place of issue : Cochin  
Visa status : Visit visa, Till April 30 2020

### LANGUAGES KNOWN

- English - Read, Write, Speak.
- Hindi - Read, Write, Speak.
- Malayalam - Read, Write, Speak.

### CAREER OBJECTIVE

To pursue highly challenged career in the field of Finance & Accounts by investing my knowledge, experience and ideas to develop high caliber professional skill and effective management technique through an innovative and socially committed organization.

### EMPLOYMENT DETAILS

***SBJ ASSOCIATES GURUVAYOOR, THRISSUR, KERALA***  
***Senior Accountant Since January 2017 .***

### JOB DESCRIPTION

- Accounts Practice in Tally ERP 9, MS Excel
- Perform Daily Accounting Transactions Such as creating & posting vouchers.
- Accurately record cash transactions like PV, RV, SV, JV, Chq etc...
- Oversaw bank works, cash collections & deposits
- Maintain accounts receivable and payables ledgers, checking, verifying and posting Invoices
- Pays employees Salary and leave settlements and other through WPS.
- Bank Reconciliation and Reconciliation of Debtors and Creditors
- Prepare monthly/Weekly and other periodical financial reports... Protect organization's value by keeping information confidential.
- Prepare monthly/Weekly and other periodical financial reports..
- follow up, collection and allocation of payments
- Monitored and reviewed accounting and system generated reports for accuracy and completeness.
- Manage the filing, storage and security of documents , Respond to inquiries , Manage the repair and maintenance of computer and office equipment
- Arranging the Filing for the appropriate tax returns (GST, VAT etc...)
- Assisting internal auditor
- Preparing Export Documents (Invoice, Packing list, Bill of lading etc)
- Preparing Inland LC documents.

***NPM Aquatic Fish Links Pvt Ltd, Kerala, India. (Fish meal & Oil manufacturing and exporting)***  
***Accounts Executive (January 2015 – December 2016)***

### JOB DESCRIPTION

- Key role in supporting the Finance Director for smooth functioning of the Finance department.
- Prepare journal entries & Reconciles general ledgers and subsidiary accounts.
- Prepare statements like P&L, A/C Balance sheet. Daily Sales Report etc.

## JOB DESCRIPTION

- Checking all bank transactions and cashier logs.
- Processed associate expense reports and ensured proper documentation.
- Preparing salary statement and maintaining salary record
- Issuing cheques for all accounts due and prepare wire transfer for overseas suppliers
- Checking and verifying appropriate Tax of suppliers and customers (VAT,CST,GST)
- Arranging the Filing for the appropriate tax returns (GST, VAT etc...)
- Preparing Inland LC documents
- Preparing Export Documents (Invoice, Packing list, Bill of lading etc...)
- Assisting internal auditor

## PERSONAL

- Always seeking new knowledge.
- Highly motivated to succeed.
- Having a non-judgmental attitude.
- Can work under stressed condition.

## EDUCATIONAL QUALIFICATION

Course	Board / University	Year of Passing	% Marks
GRADUATION (B.Com)	CALICUT UNIVERSITY	2015	62%
ACCOUNTANT	STATE	2014	70%
DIPLOMA IN COMPUTER SCIENCE AND ENGINEERING (3 YEARS)	MHRD GOVT. OF INDIA	2011	70%
HSE (Plus Two)	HIGHER SECONDARY BOARD OF KERALA	2008	62%
SSLC (10 <sup>th</sup> )	SECONDARY BOARD OF KERALA	2006	65%

## ACHIEVEMENTS

Program of career oriented course on personality development and communication skills has completed.

## DECLARATION

I hereby declare that all the above-furnished in formations are true and best of my knowledge and belief

**ABILASH C**

## TECHNICAL QUALIFICATION

- DIFA ( Diploma in Indian & Foreign Accounting )
- Tally ERP 9
- Eqsoft
- MS Office
- Adobe Photoshop

## SKILLS & ABILITIES

- Self confident
- Good command over calculations.
- Leadership and implementation skills
- Innovative thinking
- High adaptability
- Keen observer.
- Quick learner.
- Loyal towards work and duties.
- Can work under stressed condition.
- Good communication skills.

## PRESENT ADDRESS

Thrissur, Kerala, India

## PERMENANT ADDRESS (INDIA)

Chembra House  
Chiranellur post,  
Kechery.  
Pin: 680501  
Thrissur Dt.  
Kerala- India.