



ATHIRA YESODHARAN

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Objective

I would like to utilize my attitude, professional approach in the organisation and shine as a star in the career galaxy. Further, I desire to lead goal-oriented team to accomplish the organisational objectives and grow further in their career.

Profile Summary

- A highly motivated Accounts professional with verifiable record of accomplishment spanning over 5 years. I am highly innovative and is often recognised as a result oriented and solution focused individual. I am looking for a position in the field of Accounts which will give me an opportunity to use my strong academic background and analytical skills to cater to both organisational and personal growth. I can efficiently handle different operating systems like ZOHO CRM, Tally ERP.9, Quick book, Peach tree, MS Office and SAP fico (basic).

Education

- Kerala University** 2018
Bachelor of Mathematics
- Indira Gandhi National University (IGNOU Open University - India)** From 2021 (ongoing)
Bachelor of Commerce
- International Association of Book Keepers (IAB-UK)** 2018
Professional diploma in Indian & Foreign and SAP ACCOUNTING (PDIFAS-IAB-UK)(SAP-FICO)
3rd rank holder in 57th IAB -UK (International Examination)
- SAP KA, Germany (Account Payable, Account Receivables & Account Management)** 2018
SAP ACCOUNTING-SAP FICO (SAP Partner)
95% of Marks in SAP international online Examination certified by SAP KA, Germany
- Kerala** 2013
Higher Secondary Education
80%

Personal Qualities

- Strong Motivational Leadership skills.
- Exceptional Presentation and Interpersonal Skills.
- Unmatchable communication skills in writing and verbal both.
- Ability to work in a team as well as Individual.
- Supporting the management on organisational tasks.

Technical Skills:

- Accounting Software:
Zohobooks, Tally Erp.9, Peach Tree, Quick book, SAP FICO (Basic), MS Office.

Experience

- **Pentagon Information Technology LLC.(www.pentame.com)** 12.06.2021 - 15.08.2022
Accountant cum Sales Coordinator
 - Monitoring and posting all business transactions in system using Zohobooks software.
 - Process and verify the accounts Receivable and Accounts Payable activities.
 - Verification of bank and supplier reconciliations on a monthly basis.
 - Generating monthly sales reports and regular follow up with credit customers.
 - Prepare sales Invoices based on the PO received from the clients and follow up payments.
 - Validate Invoices received from the vendors and execute payments on timely basis.
 - Respond to client/vendor inquiries and resolve queries.
 - Prepare estimate as per the client requirements and calculate the profit.
 - Responsible for preparation of monthly reports and financial statements to the management .
 - Keep tracking the AMC and service renewal and prepare the agreement/contract to the clients.
 - Filing documents and communicating relevant information to clients/vendors .
 - Responding to complaints from customers and coordinate sales support when requested.
 - Review and submission of VAT returns on a timely basis.
 - Managing intercompany accounts and tracking internal project systems.
 - Ensuring the timely processing of payroll through WPS.
 - Verification of leave salary and employee final settlement.
 - Managing petty cash and cash flow.
 - Performed various administration duties.
 - Responsible for day to day accounts and sales operations.
- **Eversafe Fire and Safety Equipment LLC.,Abu Dhabi,UAE.** 10.01.2019 - 30.05.2021
Accountant
 - Responsible for day to day accounts operations updated in Tally ERP.9.
 - Preparing the sales Invoices and regular follow ups were made on Receivables.
 - Handling full Account Receivables (AR),Accounts Payable (AP).
 - Responsible for Preparing monthly and yearly financial Statements.
 - Reconciliation of bank accounts.
 - Maintaining separate ledger accounts for project accounts.
 - Calculation of Profit or Loss upon the the completion of every project.
 - Prepare Payroll and Salary Processing- WPS.
 - End of Service benefit Calculation.
 - Verification and approval of petty cash.
 - Preparing Quotations for supply of items and services etc.
 - Preparing Local Purchase Order (LPO) for purchase materials.
 - VAT Filling and submitting to FTA.
 - ICV Documents Preparation.
 - Provide administrative assistant to the logistics manager.
 - Manage and maintain all controlled company documents.

- **JLL Shipping Company LLC.,Dubai,UAE**

01.08.2018 - 15.12.2018

Assistant accountant cum Office Administrator

- Maintain day to day books of accounts in Freight manager.
- Salary and over time Calculation.
- Salary Processing- WPS.
- Maintain books of accounts of the clients.
- Maintain book keeping and data entry.
- Maintain the official files.
- Mail the invoices to the regarding clients.
- Perform daily entry of accounting and weekly perform checking and updating.
- Maintain cash book,cash & register bank book & monitor job report in Excel.
- Tracing shipment status updates and reporting.
- Ensure all trackers are regularly and accurately updated (on a daily.bases).
- Organize courier deliveries.

- **Flooratex Rubber & Plastic Ltd.Kerala,India.**

01.10.2017 - 10.06.2018

Data Entry Operator

- Maintain day to day books of accounts in Tally.
- Maintain Journal Entry Sale & Purchase Invoices.

Achievements & Awards

- 3 rd Rank Holder in 57th IAB International Exam conducted by IAB -UK (Qualification for Business).
- Best Rajya Puraskar Guide.(2006 -2009): Passed the Rajya Puraskar Exam Conducted by Bharath Guide and Certified by Governor of Kerala,India.
- Youth Paraliament Member : 1st prize received for the District Level Youth Parliament Competition conducted by Institute of Parliamentary Affairs,Government of Kerala,India

Language

- English , Malayalam, Hindi, Tamil and Basic Arabic.

Personal Details

- Date of Birth : 5th October 1994
Nationality : Indian
Visa Status : Husband Visa
Availability : Immediate Joining

Reference

- **Rojo Jose - "Pentagon Information Technology LLC."**
Director of Operation
rojo@pentame.com

Declaration

- I Athira Yesodharan hereby declare that all the above furnished details are correct to the best of my knowledge.