

**ABILASH SREENIVASAN**

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Intends to build a career with committed & dedicated people which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment.

Profile: -

- ⤴ More than 18 years of experience and proven track record in Accounting.
- ⤴ Hard working and love to socialize
- ⤴ Making friends and communicating with them so to share the ideas and views.
- ⤴ Very much interested in the field of computer & Finance.
- ⤴ Willing to take on additional duties and responsibilities as and when required.

Professional experience

I. M/S TRANSMATE SHIPPING PVT. LTD KOTTAYAM. *June 2020 TO Till date.***Accountant ..**

- Supervision and control for accounting of all transaction up to finalization
- Liaison with Banks and all types of bank works
Preparation Bank reconciliation etc
- Preparation of Fund requirement & its allocation and payment.
- Handling Self-Correspondence & all Computer related jobs
Preparation of Reports, Receipts & other documents

II. M/S ASSET HOMES PVT.LTD COCHIN*August 2014 to May 2020***Branch Accountant.**

- Supervision and control for accounting of all transaction up to finalization
- Liaison with Banks and all types of bank works
- Preparation of Inter site & Bank reconciliation etc.
- Checking and payment of bills, Labour weekly payments & preparation of payroll etc.
- Prepare Hire charges, rental agreements & work orders
- Co- ordination with Governments departments with Company
- Preparation of Fund requirement & its allocation and payment.
- Handling Self-Correspondence & all Computer related jobs
- Preparation of Reports, Receipts & other documents.

III. M/S KRS MARKETING CHANGANACHERRY*May 2013 to August 2014**Leading Aluminum Composite Panel Dealer***Accounts Officer.**

- Monitoring of all day to day activities including Purchases, Sales & Material Delivery.
- Auditing of Branch Accounts & all activities.
- Preparation of statutory payments details & monthly reports to Management.

IV. M/S. NCC Limited Hyderabad*April 2006 to May 2013**Leading Construction Company in India***Senior Assistant (Accounts)***(Site office in Gujarat)***Major Responsibilities**

- Preparation of Cash book, Bank Book
- Voucher & Ledger Preparation.
- Preparation of Statutory Payment details
- Reconciliation all accounts & Bank Reconciliation
- Liaison with banks, supplier and creditors etc
- Checking of MRN, Debit Note, and Credit Note Stores department.
- Material Physical verification & tallying with records.
- Checking of RA bills, Measurement books with Contract agreement/Work order
- Checking of Payroll, Wages Sheet & NMR sheet
- Checking of Hire machinery bills with work Order
- Preparation of Trading File, Vat Invoice, Purchase order
- Preparation of Lease, Hire machinery, Rent agreements
- Preparation of Monthly outstanding Liability Statement and its payment allocation
- Preparation of advance Statements
- Other duties as assigned

V. M/S Computer Park Changanacherry*June'03 to April'06**A Well Known Computer Distributor in Kottayam***Accountant****Major Responsibilities**

- Preparation of Cash book, Bank Book
- Preparation of Ledger
- Journal Entry
- Liaison with banks, supplier and creditors etc

Academic Qualifications

Qualification	Board/ University	Year of Passing	Subject/Branch
B.Com	Mahatma Gandhi University Kottayam, Kerala	2001	Accountancy, Economics, Cost Accountancy, Business Management,
PDC	Mahatma Gandhi University Kottayam, Kerala	1995	Accountancy & Commerce
SSLC	State Board	1993	Science, Social Studies, English, Maths, Hindi etc

Additional Qualifications

- **Integrated Diploma In Computer Application** (1 Year) from Indian Education Centre Bhopal 2007 (Ms Dos, Lotus 123, Fortran)
- **Diploma In Financial Accounting** from ET&T Corporation (Computer Education Centre) Changanacherry on 2001 "A" Grade 2001(Ms-office ,Tally ,Internet)

Personal Profile

Date of Birth : 15-09-1977
Sex : Male
Religion : Hindu
Marital Status : Married
Passport No : T6684440
Father's Name : R.Sreenivasan
Mother's Name : Girija
Spouse's Name : Asha Abilash (Working)
Son's Name : Ayush Abilash & Arnav Abilash
Nationality : Indian

Languages known

	Read	Write	Speak
English	√	√	√
Hindi	√	√	√
Malayalam	√	√	√

Declaration

I, **Abilash Sreenivasan** hereby declare that the above mentioned information are true and correct to the best of my knowledge and belief.

Yours faithfully,

Abilash Sreenivasan