

RESUME

ADARSH.N.T

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Objective

Seeking challenging career in an organization where I can effectively apply my accounting, analytical and management skills which provides ample opportunity for growth and improvement in a mutually benefiting manner.

Snapshot

- Specialisation in Finance.
- Over all experience of 6 years in the field of Accounting and Financial Analysis
- Strong accounting software skills including ERP Packages like SAP & Tally.
- Urge to learn and add value to the organisation.

Professional Experience

Accountant/Audit Assistant (Payable/Receivable)

March 2023

Lulu International Group, Kuwait

Lulu Hyper Market the retail division of multi-dimensional and multinational Emke group trend setter of the retail industry in the gulf region with more than 250 stores.

- Responsible for booking the customer and vendor related Invoices in the SAP system and passing the journal entries thereof.
- Managed Accounts Payable Disbursement Processes for Lulu Hyper Market Kuwait around 400 local vendors and 50 import vendors.
- Preparation of Cheques For local vendor & TT for Import vendors.
- Carried out payroll processing tasks for over 350 employees.
- Handling the Reconciliation of monthly statements of accounts issued by the vendor's.
- Monitoring the accounts to ensure the payments are up to date.
- Vendor files maintenance.
- Correspondence with vendors and respond to inquiries.
- Managed over 75 aging accounts all collection calls and reconciling discrepancies to ensure accounts are organized.
- Processed over 10 daily deposits.
- Preparation of Rebate documents.
- Primary liaison between management suppliers and customers.
- Assist in month end closing.
- Handling cash office operations and manage cashier's day to day operations.
- Preparing Bank and Card reconciliation daily and entries post through SAP.
- Maintain and control the Liquidation of Petty cash.
- Assist HR Department related with Payroll and other employee benefits.
- Invoice posting and Inventory management.
- Handling Business Mails.

- Checking and verifying Monthly bank reconciliation.

Accountant

June- 2018

Soorya Exporters (Kerala, India)

- Handled work related with monthly billing and sales reports.
- Preparation of financial statements and reports.
- Carried out bank reconciliation activities.
- Maintenance of daily bank transaction reports.
- Maintain and control the Liquidation of Petty cash.
- Manage all accounting transactions
- Reconcile accounts Payable ,Receivable & Bank
- Compute taxes and prepare tax returns
- Handling and recording petty cash expenses
- Preparing quotations, invoices, statements of accounts
- Manage balance sheets and profit/loss statements
- Audit financial transactions and documents

Academic Qualifications

- Master of commerce (M com-Finance) year of pass out 2018 from University of Calicut, Kerala, India
- Bachelor of Commerce Degree (B Com-cooperation) year of pass out 2014 from University of Calicut, Kerala, India.
- Higher secondary (Commerce Computer Application) year of pass out 2011 from Department of education, Govt. of Kerala, India.
- SSLC from Department of education, Govt. of Kerala, India.

VALUES AND INTERESTS -

- Interested in hard working, Reading, Sports & Computer.
- Sincerity, Creativity, ethic
- Values and quality.
- Responsible, dedicated proactive, independent creative, Resources, expressive.
- Comfortable with multi-tasking environment and work under pressure.

Languages Known

Language	Read	Write	Speak
English	Yes	Yes	Yes
Hindi	Yes	No	Yes
Malayalam	Yes	Yes	Yes
Tamil	No	No	Yes

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IT Skills

- SAP R/3 (version ECC 6.0) in Financial Accounting
- Microsoft Office Tools (word, excel, power point, paint) photo shop, Tally ERP
- Certificate in Master of Financial Accounting(Duration 8 month)(Year of completion 2015)

Personal Profile

Date of Birth	:	17 th Sept 1992
Nationality	:	Indian
Gender	:	Male
Marital Status	:	Single
Father's name	:	Thilakan N R
Religion	:	Hindu

Passport details

Passport number	:	N3006823
Issuing place	:	KOCHI,INDIA
Issue Date	:	22-09-2015
Expiry Date	:	21-09-2025

Address

Permanent Address

Naduparambil House
Valapad Post ,
Aanavizhungi , Thrissur
Kerala, India-680687

Declaration

I hereby declare that all the information given above is true and correct to the best of my knowledge. Should I be offered an opportunity, I will discharge the duties entrusted to me the best of my capacity and the entire satisfaction of the organization.

ADARSH.N.T