
Akshath Roshan

DOB: 12-10-1994

Email: roshanakshath@gmail.com

Visa status: Tourist visa

Phone : 0525457133



Summary

Career Objective: To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

Personal Information

- BACHELOR'S IN BUSINESS MANAGEMENT
- TRAINED AS ACCOUNTS TRAINEE UNDER A CHARTERED ACCOUNTANT (FCA)

Professional Experience

FALCON PACK INDUSTRY L.LC

2019 January to May 2021 (2 years 5 mos)

Accounts Assistant

Sharjah, United Arab Emirates



Company Industry: Leading manufacturer & distributor of disposable food packaging products

- Documents financial transactions by entering account information using Sage modules
i.e. AP, AR, GL, IC, OE, PO.
 - Managing & Preparing payments by verifying documentation and requesting disbursements.
 - Preparing invoices for cash customers, credit customers and for export invoices for falcon pack GCC branches
 - Preparing daily report of total sales/orders created and reporting to team In-charge
 - Maintains customer & Supplier relations and reconciling their balances on regular basis.
 - Maintains accounting controls by preparing and recommending policies and procedures & providing guidance to other dep.
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- Introducing procedures to improve the readiness of audit requirements and reduced the time taken in external audit.
 - Preparing bank reconciliation to assist in cash management and payment schedules.
 - Using advance excel skills to sort out exported financial reports to make them and understandable for reporting purposes.
 - Managing Inventory for current financial and stock positions.
 - Updating and maintaining document management systems and physical records.
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NR ASSOCIATES TAX CONSULTANCY

Oct 2017 - Oct 2018 (1 Year)

Auditing Assistant

Mangalore, India

Company Type: Tax Consultancy

- Processes payments and documents such as invoices, journal vouchers, employee reimbursements, and statements.
 - Composes routine letters and reports using instructions or guidelines of the work area
 - Establishes and revises work methods, forms, formats, and standards to improve operating efficiency.
 - Assures that the works meets quality and production standards by reviewing the work for accuracy and proper completion and monitoring output
 - Determines content and assembles data in order to prepare monthly reports for review.
 - Prepares payments by verifying documentation and requesting disbursements.
 - GST registration & Monthly, quarterly Filing.
 - Bank Reconciliation while preparing financial statement for clients
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CHARTERD ACCOUNTANT ABDUL SAMAD (FCA) Aug 2016 - Sep 2017 (1 year 2 mos)

Auditing Assistant

Mangalore, India

Company Type: Tax Consultancy

- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
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- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
 - Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
 - Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
 - Summarizes current financial status by collecting information
 - Designs, prepares, and maintains spreadsheets using basic mathematical calculations.
 - Preparing Month to Month Vat Return for our Clients

Education

MAY 2016

Bachelor's degree in business management (B.B.M)

Mangalore University

Mangalore, India

Skills

- TALLY ERP
- SAGE ERP (All Modules)
- EPG (Ehrhardt Partner Group) Warehouse Management
- Microsoft Office
- Adobe Photoshop
- Adobe Illustrator

Personal Bio

Email address : roshanakshath@gmail.com

Contact no : +971 525457133

Nationality : India

Visa Status : Employment Visa

Date of Birth : 12th Oct 1994
