

Account Assistant

- Solid working knowledge of MS Office with a strong level of proficiency in Excel
- Administration of accounts receivable and accounts payable
- Preparation of accurate financial accounts and reports to company with accounting principles and practices
- Knowledge in Tally ERP9, Quick ErP
- Excellent organizational skills with demonstrated ability to effectively prioritize to meet strict deadlines
- Proven ability to quickly learn and use new technologies and tools
- Loyal towards work & duties.

Jun 2016 - May 2019	B.Com with Computer Application, Kannur University, Kannur
Aug 2019 - Mar 2020	Diploma in corporate accounts and taxation with SAP, Ministry of corporate affairs, Gov of India, Ernakulam
Jun 2014 - Mar 2016	HSC, Kerala State Board, Kannur
Jun 2013 - Mar 2014	SSLC, Kerala State Board, Kannur

Dec 2020 - Nov 2021	Account Assistant, iFix Mobile Technologies, Kannur • Processing expense requests • Perform daily entry of accounting and weekly perform checking & updating. • Cash book maintenance • Maintaining the company purchase and sales ledgers • Raising sales invoices • Billing • Support month end closing process • Support monthly auditing process
May 2020 - Oct 2020	Cashier, Build Decor, Iritty • Ensure pricing is correct • Issue change, receipts, refunds, or tickets • Redeem stamps and coupons • Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change • Make sales referrals, cross-sell products and introduce new ones • Resolve customer complaints, guide them and provide relevant information • Bag items carefully
May 2019 - Feb 2020	Account Assistant, PASS Corporate, Ernakulam • Manage the accounts receivables based on credit terms and procedures and handling payable based on the necessary approval. • Assist with day-to-day operations of the Finance department, including filing, report generation • Process weekly payroll accurately and timely. • Maintain accounting documents and records, ensuring all files are up to date.



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Software Package	Percentage of Respondents
Excel	100%
Tally	80%
Word	100%
SAP	60%

Language	Percentage
English	70%
Hindi	60%
Malayalam	50%

Nationality : Indian
Passport Num : T3435553
Date of Expiry : 01-09-29
Visa Status : Visit
Visa Expiry : 20-04-22

EXTRA-CURRICULAR

- A dynamic football player- Actively participated in inter college football tournaments
- Traveller - Addicted to explore new places and culture
- Interested in charity activities
- Volunteer at blood donor India and HOPE charitable trust.