

RESUME



AGHIL.P



**Kozhikode
Kerala**



+91-9846687737



aghilponnanodi@gmail.com

ACCOUNTANT

Personal Details

Date of Birth 18/03/1990

Sex Male

Marital Status Married

Nationality Indian

Languages Known

English, Hindi, Tamil, and

Malayalam

Passport Details:

Passport No T 4212840

Date of Issue 07/06/2019

Date of Expiry 06/06/2029

Residency Details

Ponnanodi House

Vengalam PO

Calicut 673303

Objective:

To work in a progressive and growing organization where my skills are realized and my knowledge is enhanced for my personal development as well as for the benefit for the organization

Educational Qualification

Higher Secondary HSE Board Govt of India
Education

Bachelor of Commerce University of Calicut Kerala

ACPIFA Advanced Certified in Indian
and Foreign Accounting

Professional Experience

- ✓ Accountant –Pentalinks General Trading –Kuwait
- ✓ Accountant –Malabar Group –Dubai
- ✓ Accountant Executive –Arackal Group Dubai
- ✓ Accountant -Fleeriya Group Saudi Arabia
- ✓ Accountant Assistant–Kromberg&Schubert Dubai
- ✓ Accountant Trainee-Al Ahalia Money Exchange

Work experience

Penta Links General Trading Co. Kuwait

Accountant (12th Oct 2019 to 20th Dec 2020)

Duties & Responsibilities

- Checking of Payments and receipts purchase orders, job orders, journals, ledger accounts
- Preparing vouchers, handling daily accounting entry, delivery note and invoicing.
- Verification of daily purchase and sales statement
- Preparation of monthly bank reconciliation
- Handle for petty cash Management
- Preparation of Coasting Accounting

Malabar Group UAE Dubai

Accountant (19th May-17 to 29th June-19)

Duties & Responsibilities

- *Verification of daily purchases and sale statements*
- *Prepare journal entries and maintains appropriate accounting records*
- *Booking stock vouchers transfers and maintaining stock register*
- *Prepare and issue cheque and payments to suppliers*
- *Data entry branch accounts*
- *Prepare Fund flow statements*
- *Prepare inter branch Reconciliation*

Arackal Group –Contracting&General Trading L.L.C- UAE- Dubai

Accountant Executive (7th Apr-14 to 12th May 17)

Duties & Responsibilities

- *Prepare journal entries and maintains appropriate accounting records*
- *Prepare and issue cheque and payments to suppliers*
- *Coordination of day accounting activities*
- *Day to day operational coordination of 300 company vehicles including fuels expense and supporting staff salary*
- *Manage all aspects of A/R and A/P*
- *Review suppliers Invoice, General Ledger Coding of Expenses and verify supplier payments with supporting invoice, lops*

Fleeriya Group General Trading Company Saudi Arabia

Accountant (12th May 2011 to 3rd Jan 2014)

Duties & Responsibilities

- ✓ *Preparing vouchers, handling daily accounting entry, delivery note and invoicing*
- ✓ *Maintaining time and attendance sheet, Computing wages and deductions*
- ✓ *Preparation of Monthly bank reconciliation*
- ✓ *Prepare inter branch Reconciliation*
- ✓ *Checking of payments and receipts, Purchase orders. Journals, Ledger accounts*
- ✓ *Manage all aspects of A/R and A/P*

Kromberg&Schubert Manufacturing Company UAE Dubai

Assistant Accountant

(30th Dec 2009 to 5th Mar 2011)

Duties & Responsibilities

- Casting day book and ledger accounts
- Maintaining all the vouchers and documents
- Prepare and checking the time sheet of employees
- Collecting various cheque and cash depositing to bank
- Data entry branch accounts

Al Ahalia Money Exchange Calicut Kerala India

Accountant Trainee

(2nd Apr 08 to 5th Sep 09)

Duties & Responsibilities

- Handle for petty cash Management
- Verification of daily purchases and gold loans
- Documentation & filling of petty expenses, purchase documents
- Issuing air ticketing and accounting
- Prepare bank reconciliation statement
- Maintaining book keeping
- Calculation of staff salary and over time

Technical Skills:

- ✚ Computerized Accounting packages (Tally,ERP 9,Peachtree,Quick books)
- ✚ Well-versed with Ms excel and Ms word
- ✚ Working experienced in Tally and Microsoft Ax and Peachtree

Strengths

- ✚ Good Appearance
- ✚ Accurate and Punctual
- ✚ Have good dealing with team work & individually

Declaration:

I hereby solemnly declare that the particulars furnished above are true to the best of my Knowledge and belief.

Date:

Place:

Aghil.p