



AKSHAY PRAKASH

Junior Accountant

Summary

Dedicated Assistant Accountant with 1 year and 3 months of experience in India. Seeking a position in a dynamic work environment to contribute my skills and drive organizational development. Ready for any suitable role aligned with my qualifications.

Nationality: Indian

DOB: 05-12-2000

Visa Status: Visit

Availability: Immediate Joining

Contact Me

Contact Number: 0581699647

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[linkedin.com/in/akshayprakashgp](https://www.linkedin.com/in/akshayprakashgp)

Languages

English :

Malayalam :

Tamil :

Hindi :

EDUCATION

Bachelor of Arts

Calicut University | Kerala, India – 2018 to 2021

Professional Diploma in Computerised Financial Accounting

Kerala State Rutronix | Kerala, India – 2022 to 2023

Experience

Assistant Accountant at Bag Palace Kerala, India- July 2022 to Nov 2023

- Managed and maintained accurate financial records for daily sales, ensuring careful attention to detail.
- Implemented an organized filing system for invoices, receipts, and financial statements, streamlining retrieval processes.
- Processed vendor invoices and reconciled accounts payable transactions, demonstrating a commitment to timely and accurate payments.
- Effectively managed customer accounts, processed incoming payments, and promptly resolved discrepancies to ensure positive cash flow.
- Assisted in the development and monitoring of annual budgets, providing valuable insights into expenditure trends and financial forecasting.
- Assisted to prepare comprehensive financial reports on a monthly and quarterly basis, presenting key financial metrics to aid management decision-making.
- Assisted to facilitate smooth external audits by preparing documentation and responding to auditor inquiries.
- Demonstrated proficiency in using accounting software Tally for efficient data entry, reconciliation, and financial analysis.
- Provided support to colleagues in adopting software tools
- Collaborated with cross-functional teams to gather financial data
- Actively participated in team meetings, contributing insights and recommendations to improve overall financial processes.
- Successfully resolved accounting discrepancies by identifying root causes and implementing corrective measures, showcasing problem-solving skills.
- Implemented customer-friendly invoicing and payment processes

Skills

- Accurate recording of financial transactions using tools like Tally and Peachtree.
- Proficient in creating and maintaining spreadsheets for financial analysis.
- Vigilant in identifying and correcting discrepancies in financial records.
- Efficiently meets deadlines for monthly closes and financial reporting tasks.
- Clear communication of financial information to team members and stakeholders.

Hobbies

- Sports or Fitness Activities
- Volunteer Work
- Travelling

Covering Letter:

I am writing to express my interest in the Assistant Accountant or any suitable position with my qualification at your company. With a Bachelor's degree and certification with **Professional Diploma in Computerised Financial Accounting**, along with 1 year and 3 months of practical experience in accounting roles in India, I am eager to contribute my skills and enthusiasm to your dynamic team.

I am ready to work in any suitable position that aligns with my qualifications and allows me to leverage my academic background and professional experience effectively.

Throughout my academic and professional journey, I have developed a solid foundation in accounting principles and practices. My experience in India involved handling various aspects of financial management, including preparing financial statements, managing accounts payable and receivable, and reconciling bank statements. These roles have equipped me with a strong understanding of financial regulations and the ability to adapt quickly to new accounting software and systems.

I am particularly drawn to your company due to its reputation for fostering a collaborative and innovative work environment. I am confident that my attention to detail, analytical skills, and proficiency in accounting software, such as Tally and Peachtree, align well with the requirements of the Assistant Accountant role.

Having recently relocated to the UAE, I am excited about the opportunity to contribute to the success of your company and continue my professional growth in a new and challenging environment. I am a dedicated and proactive individual who is committed to maintaining the highest standards of accuracy and efficiency in all tasks.

Thank you for considering my application. I am enthusiastic about the prospect of contributing to the success of your team and would welcome the opportunity to discuss further how my skills and experiences align with the goals of the company.

Sincerely,

Akshay Prakash