## 

**AKSHAY KUNHI PURAYIL**

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**CAREER OBJECTIVE:**

Seeking a challenging career in Accounting field. As part of a team as well as an individual I would like to effectively utilize my knowledge, skills and abilities.

**PROFILE SUMMARY:**

Worked as Audit Assistant for 1yr.

Worked as plywood Store & Purchase Department in Western India Plywood Ltd.

Worked as an Accountant in a BAASFOODS PVT LTD, Bangalore.

Working as an Accountant in a Club Concierge Service India Pvt Ltd, Bangalore

Completed SAP FICO (SAP Finance and Controlling) course.

**EMPLOYMENT HISTORY:**

* Mr. Shivaprasad K., F.C.A **Auditing firm (**since July 2015 – June 2016)

Designation: Auditing Assistant.

* BAASFOODS PVT LTD ( Since October 2017 – May 2019)

Designation : Accountant

* Club Concierge Services India Pvt Ltd, (Present)

Designation: Accountant

**DUTIES AND RESPONSIBILITIES :**

* Assist in all aspects of the upkeep of day to day accounting records.
* Perform Tax computation and e-filing for Individuals, Firms and Organizations.
* Maintain account books.
* Perform auditing of account books.
* Submit to concern person monthly Financial report and GST, TDS report.
* Process Accounts payable invoices and expenses, accurate claim and authorized for payment.
* Verifying Requisition, Purchase order and Vendor receipt statement.
* Generate Vendor /Expenditure Payment cheques and Authorise payment.
* Calculate Monthly staff salary and maintain ledgers.
* Post of Bank transactions, payments ,Reconciliations and verification.
* Vendor Reconciliation.
* Handling cash and Petty cash transactions.
* Handle the Clients/Customers and vendors.
* Maintain a good relation with the clients.

**EDUCATIONAL QUALIFICATIONS:**

* **B.Com with Taxation [2015] with aggregate of 60% from IGNOU University.**
* **Plus Two [2012] with aggregate of 67% from Azhikode higher secondary school**
* **SSLC[2010] with aggregate of 70% from Azhikode High school**

**SKILLS AND SOFTWARE KNOWLEDGE:**

Extensive knowledge on SAP FICO module. Those include:

**General Ledger Configuration:**

 • Define Account Group, Number Range

 • Document Type, Document Number Range

 • Posting Period, Field Status Variant

 • Configure Automatic Payment Program setting.

**Account Receivables / Account Payables:**

 • Define Account Group for Customers / Vendors.

 • Customers / Vendors Master Record.

 • Create Number range for Account Group.

 • Document Type for Customers / Vendors.

 • Documents / Document Number Range.

 • Field Status for Screen Layout, Terms of Payment.

 • Configure Automatic Payment Program setting.

 • Define Dunning procedure

 • Down payments received, Down payments made

 • Bills of Exchange Received

 • Create Special GL and Linked with Reconciliation Account.

 • Activate Automatic Payment Program.

**Assets Accounting (AA):**

* Copying Depreciation Areas- Assignment to company Code,

•  Specify Account Determination Rules - Define Asset Classes, Number     Ranges,

* Integration of Asset Accounting with General Ledger, Defining Posting Rules to Cost Center, Specify Financial Statement Versions for Asset Accounting
* Complex Depreciation Calculation Procedures- Setting up of Depreciation Areas, depreciation key, Define Cut off Value key
* Defining the Base Methods, Declining Balance Methods, Multilevel Methods, Maintaining Period Controls

**Controlling - Cost Center Accounting:**

* Setup Controlling Area
* Activate Components / Control Indicators
* Maintain Controlling Document groups and their numbers ranges.
* Create Standard Hierarchy, Cost Centers, Primary Cost Elements, Post Transactions
* Display Co Documents (Individual & Multiple)
* Overhead Costs Order
* Create Primary & Secondary Cost Element Group
* Maintain Settlement Structures and number ranges for settlement Documents
* Creating an Order, Post Actual cost to Internal

**COMPUTER SKILLS:**

* Good knowledge in Indian and foreign Accounting.
* MS Office knowledge in **Excel and Word**.
* Excellent Knowledge in **Tally.**
* Knowledge in Billing, Stock and Accounting module using Tradeasy Software.
* Fast in Computer Keyboard typing.

**LANGUAGES:**

English, Malayalam, Hindi, Tamil and Kannada

**PERSONAL INTERESTS:**

* Possess good communication
* Playing Football.
* Swimming.
* Drawing.
* Driving.

**PERSONAL DETAILS:**

Passport Number L4880958

Date of Birth 18/05/1995

Age, Sex 25, Male

Marital status Single

Nationality Indian

**DECLARATION:**

I hereby declare that all the particulars mentioned above are true to the best of my knowledge.

**Place: KANNUR**

**Date: 08/July/2020** **(AKSHAY KP)**