



77436270

jpvettyar@gmail.com

QATAR

## VISA STATUS

AVAILABLE  
VALID QID

QID NO:28635688397

EXPIRY :13/05/2025

## Skills

- Bookkeeping
- Cash management
- Monitoring Payables and Receivables
- Produce a monthly statement of accounts
- Cost Reduction Management
- Public Accounting
- Business Budgeting
- Business Assessments

## languages

ENGLISH ●●●●●

MALAYALAM ●●●●●

HINDI ●●●●●

TAMIL ●●●●●

**RAJI.V**

**Accountant Cum Sales Executive**

10+ years of experience in Accounting

## KEY SKILLS AND COMPETENCIES

### Accounting Responsibilities:

Maintaining accurate financial records: This includes recording all sales transactions, purchases, expenses, and other financial activities.

Reconciling bank statements and accounts payable/receivable.

Preparing financial reports and statements, such as income statements, balance sheets, and cash flow statements.

Managing accounts payable and receivable, including sending invoices and collecting payments.

Payroll processing, if applicable.

Year-end accounting and tax preparation.

### Sales Responsibilities:

Generating leads and developing new business opportunities.

Building relationships with customers and providing excellent customer service.

Negotiating sales deals and closing contracts.

Meeting and exceeding sales targets.

Providing product or service information to customers.

May involve some marketing and promotional activities.

## WORK EXPERIENCE

### Accountant Cum Sales Executive

JK TRADERS CERA SANITARYWARE KERALA

2012 - 2020

- Preparation of Purchase and Sales registers.
- Monitoring Payables and Receivables;
- produce a monthly statement of accounts.
- Reconciliation of banks, creditors, debtors and intercompany accounts
- Building long-lasting, mutually beneficial relationships with external contacts and internal departments to create a better customer experience.
- Preparing invoices and following up on pending payments
- Handling all banking-related works
- Handling day-to-day accounting

### SENIOR ACCOUNTANT

MAMPIZHAYATHU NIDHI & FINANCE LTD

2021 - 25.2.2024

- Responsible for the overall Accounting process of Accounts Receivables & Payables.
- Passing daily, timely & accurate Sales & Purchase Entries, matching invoices and validating approvals, make monthly ledger reconciliation.
- Making Payment's Custom Duty and Legalization and Freight Charges against the shipment as per Forwarder Invoices.
- Verifying Stock Management Form (Availability of Item, Quantity, Expiry dt, Supplier Name).
- WPS Monthly Staff Salary (Payroll Reconciliation Sheet, Attendance Record).
- Maintaining Staff Details Record.
- Maintaining Marketing Expenses Account (Staff/Customers).

## Education

Kerala University, 2005-2008

Bachelor of Commerce

Accountancy degree in business, management, economics

Higher secondary +2 -2004

Thottakonam Gov High school ,Pandalam

SSLC 2002

Thottakonam Gov High school ,Pandalam

## SOFTWARE SKILLS

### 1.SowareDIST:

is an inventory & accounting software



### 2.Infi:

is our latest inventory management software



### 3.INVACCS:

is ERP Software



### 4.Tally



### 5.MS office



## PERSONAL INFO

Date Of Birth: 29/11/1986

Nationality: Indian

Age: 37 years

Gender: Female

Visa Status: Available valid QID -**QID NO:28635688397, EXPIRY :13/05/2025**

Notice period / Availability to join: Available to work immediately

Expected salary: Negotiable

Reasons for a new Opportunity: Career growth, Better Work-Life Balance, Geographic Relocation

Passport No: **B8376022**

## DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

RAJI V