

LIMESH C P

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SUMMARY

Accounts Executive with proven expertise at **AUTOBAHN TRUCKING CORPORATION PVT LTD**, adept in financial reporting and bank reconciliation. Skilled in Tally Prime and maintaining organized records, I excel in resolving discrepancies and enhancing cash flow. My strong organizational skills ensure accuracy and compliance, driving efficiency in financial operations.

SKILLS

- Microsoft (Word, Excel, PowerPoint)
- Tally Prime
- Quick Book
- Sage50
- SAP Business
- E-Invoice
- E-Waybill
- Goods & Service Tax
- TDS / TCS
- Organization skills
- Bank reconciliation
- Maintaining Stock & Inventory
- Stock Auditing
- Store keeping
- Preparing Financial reports (Profit or Loss A/c and Margin sheet..etc)
- Debt collection
- Credit control

EXPERIENCE

Accounts Executive , AUTOBAHN TRUCKING CORPORATION PVT LTD (Authorized dealer for TATA Hitachi Construction Machinery Company Private Limited) , June 2024-Current NANDED (AURANGABAD REGION), MAHARASHTRA, INDIA

- Managed accounts payable and receivable processes for efficient cash flow.
- Coordinated with vendors to ensure timely invoicing and payment processing.
- Reviewed financial transactions for accuracy and compliance with company policies.
- Prepared monthly financial reports for management review and analysis.
- Assisted in budget preparation and monitored expenditures against forecasts.
- Maintained accurate records of financial transactions in accounting software.
- Provided administrative support during audits and financial reviews as needed.
- Reviewed and reconciled accounts payable and receivable records.
- Performed bank reconciliations on a regular basis.
- Maintained accurate record keeping of all financial transactions.
- Processed invoices and payments to suppliers promptly and accurately.
- Organized filing system for account documents such as invoices, receipts.

- Prepared monthly financial reports for the management team.
- Resolved payment discrepancies with vendors and suppliers.
- Maintained current and accurate general ledger with all accounting data in audit-ready format.
- Conducted audits of expense claims and other documents as required.

Billing Coordinator, SV SAREES AND DRESS MATERIALS (SV GROUP) ,

January 2024-June 2024 KOZHIKODE, KERALA, INDIA

- Processed customer invoices accurately and efficiently for clothing orders.
- Coordinated billing inquiries and resolved issues with customers promptly.
- Maintained organized records of transactions for financial reporting.
- Collaborated with sales team to ensure accurate pricing on invoices.
- Assisted in reconciling accounts and addressing discrepancies as needed.
- Utilized billing software to generate reports for management review.
- Communicated payment terms clearly to customers during invoicing process.
- Supported audit preparations by organizing relevant documentation efficiently.

Customer Service Representative, HUB DIGITAL WORLD , April 2018-January

2024 KOZHIKODE, KERALA, INDIA

- Application Preparation for University and Competitive Examinations. (UPSC,NEET,JEE,CUET,CDS,NDA..etc)
- Revenue Certificates (Encumbrance Certificate (EC), Income, Nativity, Land tax and Building tax..etc), AADHAR card and PAN card application through online portal.
- Money transfer and preparing transactions tracking & reports.

EDUCATION AND TRAINING

- SSLC - CMM HSS THALAKKULATHUR, KOZHIKODE, INDIA - March 2015
- +2 HUMANITIES - ZAMORIN'S HSS CHALAPURAM, KOZHIKODE, INDIA - March 2017
- BBA - G-TEC COLLEGE (UNIVERSITY OF CALICUT), KOZHIKODE, INDIA

LANGUAGES

- Malayalam
- Hindi
- English