



UNNIKRISHNAN R

ACCOUNTANT

CAREER SUMMARY

Dynamic and results-driven Certified Accountant with over 13 years of comprehensive experience in financial management, accounting, and strategic planning. Proven track record of optimizing financial processes, improving operational efficiency, and driving bottom-line growth.. Excellent communicator and presenter who works well with people at all levels of the organization. Out of the box thinker with the ability to integrate technology and the best practices to increase the accuracy and efficiency of accounting softwares. Pursuing the opportunity to enhance my career and use my skills to their fullest by securing an accountant position with a reputable company.

PERSONAL DETAILS

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+91 9400122876
✉ : unnikrishnan.r1987@gmail.com

Address : manideepam, ilampallil,
payyanalloor P.O, Adoor,
pathanamthitta, 690504
kerala
Nationality : Indian
D.O.B : 24/04/1987
Gender : Male
Marital Status : Married
Passport No : S4993923
License No : 31/859/2006
Validity : 23/4/2037

COMPUTER PROFICIENCY

- Tally
- MS Word
- MS Excel
- MS Power Point

KEY SKILLS

- ❖ Financial Analysis
- ❖ Managerial skill
- ❖ Financial Reporting/MIS
- ❖ ERP Implementation
- ❖ Results-Driven
- ❖ A/c Payables & Receivables
- ❖ Bank Reconciliation
- ❖ Negotiation skills
- ❖ Administrative skill
- ❖ Strong analytical
- ❖ Documentation
- ❖ Organizational skills
- ❖ Problem Solving
- ❖ Attention to Detail
- ❖ Excellent communication

EXPERIENCE

ACCOUNTS OFFICER | 2020 to 2024
INDUS MOTORS – KAYAMKULAM, KERALA

KEY RESPONSIBILITIES

- Managing and controlling accounts up to finalization ensuring accuracy and completeness of accounting records
- Ensuring deliverables are met.
- Managing monthly billing & travel recharges.
- Monthly review meetings & performance dashboards.
- Risk management.
- Internal & external audit support.
- Driving automation projects within the team.

ACCOUNTANT – TEAM MEMBER | 2018 to 2019
REBOOT SOLUTIONS, KARIMULAKKAL, KERALA

KEY RESPONSIBILITIES

- Maintain accurate and up-to-date financial records.
- Performed complex accounting procedures and assisted support staff.
- Consistently achieved goals for both efficiency and accuracy.
- Provide financial insights to support strategic decision-making

ACCOUNTANT – TEAM MEMBER | 2015 to 2018
KERALA HOUSING FINANCE LIMITED, ALAPPUZHA, KERALA

KEY RESPONSIBILITIES

- Invoice processing, Vendor management, Employee expenses & Help Desk.
- Daily reporting of production summary.
- Training, guiding & supporting new hires.
- Managing Generic Mailbox for AP.

ACCOUNTANT | 2010 to 2014
PRIYANKA MOTORS, ADOOR, KERALA

KEY RESPONSIBILITIES

- Helped prepare debit and credit documents
- Facilitated weekly audit of varying accounts
- Organized files and maintained records for current list of clients and vendors
- Assisted the team leader on new company initiatives

ACADEMIC CREDENTIALS

- 2022 M.COM**
Bharathiyar University, Tamilnadu
- 2015 B.COM**
Madurai Kamaraj University, Tamilnadu
- 2009 B.A ECONOMICS**
Kerala University, Kerala

LANGUAGES KNOWN

- English
- Malayalam
- Hindi

HOBBIES



Chess



Foot ball



Reading



Cricket



Volley Ball

2005 HIGHER SECONDARY EDUCATION

State Board of Higher Secondary Education, Kerala

2002 SECONDARY EDUCATION

State Board of Secondary Education, Kerala

TECHNICAL QUALIFICATION

2005 DIPLOMA IN OFFICE AUTOMATION

2012 DIPLOMA IN COMPUTERIZED FINANCIAL MANAGEMENT

2008 DIPLOMA IN FIRE AND SAFETY ENGINEERING WITH OSHO CERTIFICATION

DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

UNNIKRISHNAN R