

RAJI PANICKER

Contact No.: 09004020390 **e-Mail:** rajipanicker5788@gmail.com

OBJECTIVE

Review of my credentials will confirm that I am capable of serving in Accounts dept. I possess over 7 years of experience in Accounts, Operations and Administration Departments across various establishments.
Proficient in handling all aspects of accounts including records management, procurement management, bank statement reconciliation and journal entries etc..

CORE COMPETENCIES

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|--|---------------------------------|
| • Financial A/c - Tally – TDS Accounting | • Income Tax |
| • Fundamental of accounts | • Supporting practical auditing |
| • Interpersonal and Communication Skills | • Advanced Practical Accounts |

CAREER SUMMARY

Since July'19 till date with Bidhata Industries
Accounts Manager

Highlights:

- Reviewing day to day accounting entries passed by subordinates (System : Tally ERP9)
- Reconciling Bank Accounts and Maintaining Trail Balance
- Manage accounts payable (bills payments, salaries, petty cash etc) and bills receivables through cash /cheque voucher in a timely manner
- Ensuring all payments amounts, vouchers & records are accurate
- Interacting with auditors in completing audits
- Presenting accounting issues and results to upper management
- Carry out efficient documentation and filing system for both paper / electronic records
- Maintain strong professional relationships with vendors and clients

Since Sep'18 to July '19 with Satyam Realtors
Accounts Manager and Administration

Highlights:

- Reconciling Bank Accounts and Maintaining Trail Balance
- Finalization of Balance Sheet
- Resolving customer issues and exercised vigilance over slots fraudulence
- Preparation of TDS, VAT TDS, salary account maintenance, interest on loan etc...
- Passing day to day accounting entries (System : Tally ERP9)
- Delegate tasks as appropriate to other members of the team
- Maintaining stock and stationery register

Since Jun'11 to Mar'15 with Shri Balaji Developers
Accounts Manager and Administration

Highlights:

- Handle accounts payable and receivables
- Maintained records of business costs such as labor and materials
- Check invoices for inaccuracies
- Reconcile accounts with general ledger
- Handle general account queries
- Contact clients about invoices and past dues
- Preparing MIS and circulating to Head Office

**Since May'10 to Jun'11 with Paliwal & Sons
Accounts Manager****Highlights:**

- Managing reception calls and clients walkins
- Prepare admin bills and take payments
- Deal with admin related office complaints or issues
- Maintain strong relationships with vendors and clients
- Ensuring proper maintenance of official records
- Assessing customer feedback

**Jun'09 to May'10 with Thakkar Infotech
Last designated as Receptionist cum Admin****Highlights:**

- Deal with admin related office complaints or issues
- Day to Day accounting entries and customer service

ACADEMIC DETAILS

2004	Masters in Commerce from Kerala University
2002	B.Com. - Financial Accounting from Kerala University
2008	Diploma in System Management (MS office) from NIIT

TECHNICAL KNOWLEDGE

Tally 9.0
Microsoft Office - MS Word, MS Excel, MS PowerPoint

PERSONAL DETAILS

Permanent Address:	B2/G2, Blossoms, Mohan Puram, Ambernath (E) Thane - 421 501
Languages Known:	English, Hindi and Malayalam
Location Preference:	Thane – Mumbai
Date of Birth:	30 th May 1982
References:	On request
Hobbies:	Music and Travelling