

ATHUN RAJ P

Accounts Assistant

+91 8547987021 • athunp2802@gmail.com • linkedin.com/in/athuun • Calicut, Kerala

Summary

Detail-oriented Accounts Assistant with 2.6 years of experience in financial reporting, GST compliance, accounts reconciliation, and invoice management. Proficient in SAP FICO, Tally Prime, and Advanced Excel. Proven ability to streamline accounting processes, ensure financial compliance, and improve reporting accuracy.

Experience

Dictumnet Legal & Compliance Consulting Private Limited

Kochi, Kerala

Accounts Assistant

11/2023 - 04/2025

- Perform accounting tasks and prepare financial reports to ensure accurate and compliant financial records.
- Create automated and ad hoc reports using Excel to improve reporting accuracy and efficiency.
- Reconcile bank statements regularly to ensure financial records remain accurate and up-to-date.
- Manage accounts payable and receivable processes, including prompt invoicing, collections, and payments.
- Ensure timely GST filing and precise bookkeeping to meet regulatory standards.
- Manage TDS calculations, submissions, and tax compliance to ensure adherence to financial regulations.
- Coordinate monthly office administration tasks, including submitting required paperwork and documents across departments to maintain operational efficiency.

Cloverleigh Global Consultancy Services LLP

Palakkad, Kerala

Audit Executive

11/2022 - 10/2023

- Managed journal entries, general ledger maintenance, and financial documentation for clients, ensuring accuracy in financial reports.
- Led month-end closings and year-end financial reporting, meeting tight deadlines while maintaining data integrity.
- Handled GST compliance and return filing for 10 clients, ensuring 100% accuracy and timely submissions.
- Performed bank reconciliations, vendor reconciliations, and account reconciliations, reducing financial discrepancies by 30%.
- Supported audit preparation, contributing to successful client audits and regulatory compliance.

Education

Institute of Management Accountants (IMA)

CMA USA

2025 - Present

University of Calicut

Bachelor of Business Administration (BBA)

2019 - 2022

Skills

Financial Reporting • Reporting and Analysis • Bookkeeping • General Ledger • Invoicing • Journal Entries • Record to Report (R2R) • Reconciliation • Advanced Excel • Audit • Tax • ERP Softwares

Key Achievements

Management Recognition

Received management recognition for successfully reducing accounts receivables to zero by implementing a streamlined, efficient process.

Special Commendation

Received special commendation from management for streamlining accounting processes, resulting in significant time savings for external auditors.

Initiative to In-source Accounting Tasks

Transitioned previously outsourced accounting tasks in-house, managing them personally, which resulted in cost savings and earned special recognition from management.

Certifications

Professional Diploma in Global Accounting

Advanced Excel 2019

SAP FICO END USER Certified

Tally Prime Certified