



AKSHAYA AJAYAN

CONTACT

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Dubai

SKILLS

- Project Management
- Financial Management
- Time management
- Leadership
- Effective communication
- Critical Thinking

TECHNICAL SKILLS

- SAP FICO
- Tally (ERP 9, GST, PRIME)
- Peachtree and Quick books
- Microsoft Excel
- Data Entry

LANGUAGES

English
Malayalam
Hindi
Tamil

DOB : 08/01/2002

PROFILE

Detail-oriented and results-driven accountant with 1.5 years of experience in financial management, reporting, and compliance. Proficient in SAP FICO, Tally ERP 9 and Prime, QuickBooks, Peachtree, and GST regulations. Skilled in advanced Excel, including financial modeling and data analysis. Proven ability to deliver accurate financial insights, streamline processes, and support strategic decisions with precision and professionalism.

WORK EXPERIENCE

ACCOUNTANT MARCH 2024-MARCH 2025
Al Qeyas Workshop Tools Trading LLC Sharjah , UAE

- Passing journal entries in the software and other accountant activities
- Entering sales invoice and return
- Update customer information in the date base
- Assisting with data entry, recording and maintaining accurate and complete financial record
- Handle petty cash transactions and maintain accurate records
- Supported the accountant team with invoice processing and vendor payment
- Preparing and filing vat returns and posting purchase entries
- Quotation and invoice preparation

AUDIT AND ACCOUNT ASSISTANT 2022-2023
Globesta Audits And Accountants, Kerala India

- Auditing support & Compliance
- Financial Recording & Reporting
- Reconciliation and Cash Management
- Data Analysis & Decision Support
- Coordination & Documentation

EDUCATION

Bachelor of Business Administration 2019-2022
Kannur University

Higher Secondary Educaion 2017
Kerala State Board