

GANESH GIREESAN

PROFICIENT ACCOUNTS ASSISTANT

A versatile and dynamic **Accounts Assistant** with **2years** of experience in optimizing productivity, efficiency and service quality across various environments. Highly dependable, ethical and reliable support specialist and leader that blends advanced organizational, technical and business acumen. Works efficiently with cross functional team in ensuring operational and service excellence.



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📍 Kerala, India

SKILLS

Financial auditing, Capital Analysis, Quartely reviews, Financial Statement Presentations, Dataflow Oversight, Budget Projections, Bookkeeping, Process Management, Invoice processing, MIS, Credit control, Purchase and Sales ledgers, Client Management, Accounts Receivable, Accounts Payable, Tally ERP 9, MS Office, Consolidation, Accounting, Bank Reconciliation, General Ledger, Income Tax, Book Keeping, Petty Cash, Payroll, GST, Vouchers, Interest Calculations, Point of Sale, Financial Statements, Taxation

PROFILE SNAPSHOT

Financial consultant of investment products, managing the entire sales cycle from finding a potential client to securing a deal.

Highly Skilled in Market Research, Microsoft Excel, Data Analysis, Team Management, and Microsoft Office and Company Web Portal.

Highly efficient in maintaining chart of accounts in Tally ERP 9, maintaining Stock Keeping Units, recording day to day transactions in Tally ERP 9, goods and Service tax, managing the entire sales cycle from finding a potential client to securing a deal.

Indelible in assisting supervisors and department heads in measuring projected versus actual monthly statements. Organizes and manages all documents such as invoices, official receipts, statements of accounts, and receiving and inspection reports.

Prepares projected monthly statements for various departments; the statements include cash flow statement, cash disbursement statement, and income statement.

WORK EXPERIENCE

Accounts Assistant

V. SANTHOSH & ASSOCIATES (TAX & PROJECT CONSULTANTS)

04/2021 - 09/2021,

Achievements/Tasks

- Providing support to the Accounting Department. Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Handling communications with clients and vendors via phone, email, and in-person. Processing transactions, issuing checks and updating ledgers, budgets, etc.
- Preparing financial reports. Assisting with audits, fact checks, and resolving discrepancies. Reconcile invoices and identify discrepancies. Creating and updating expense reports Process reimbursement forms.
- Preparing bank deposits, entering financial transactions into internal databases, checking spreadsheets for accuracy. Maintaining digital and physical financial records.
- Issuing invoices to customers and external partners, as needed. Reviewing and filing payroll documents. Participating in quarterly and annual audits.

WORK EXPERIENCE

Accounts Executive

IAS BRAINS

01/2019 - 01/2020,

Achievements/Tasks

- Created detailed business plans designed to attain predetermined goals and quotas. Managed the entire sales cycle from finding a client to securing a deal
- Unearth new sales opportunities through networking and turn them into long-term partnerships. Presented products to prospective clients
- Provided sales support to maximize customer loyalty. Remain in regular contact with our clients to understand and meet their needs.
- Respond to complaints and resolve issues to the customer's satisfaction and to maintain the company's reputation. Negotiate agreements and keep records of sales and data.
- Maintained chart of accounts in Tally ERP 9, maintaining Stock Keeping Units, recording day to day transactions in Tally ERP 9, Goods and Service tax, managing the entire sales cycle from finding a potential client to securing a deal.

Sales Officer

HINDUJA GLOBAL SOLUTIONS

07/2018 - 12/2018,

Achievements/Tasks

- Developed and sustained long-lasting relationships with customers. Screened, recruited, and trained sales employees. Involved in calling potential customers to explain company products and encourage purchases.
- Answered customers' questions and escalating complex issues to the relevant departments as needed. Developed in-depth knowledge of company products. Maintained an accurate record of all sales, scheduled customer appointments and customer complaints.
- Collaborated with the marketing department to ensure that the company is reaching its target audience. Informed product developers of possible product improvements and changes to ensure that company products meet current market needs.
- Prepared cost-benefit analyses for prospective and existing customers to determine the most suitable purchase options. Analyzed competitors' products to determine product features, benefits, shortfalls, and market success.

ORGANIZATIONS

Kerala Minerals and Metals Limited (05/2017 - 07/2017)

Intern

Sarathy Autocars (12/2017 - 02/2018)

Intern

PROJECTS

"Financial Statement Analysis of Kerala Minerals and Metals Limited"

The project was to find out the financial performance, liquidity position, long term solvency, working capital requirements and strength and weakness of Kerala Minerals and Metals Ltd.

"Efficiency of Sales Promotion at Sarathy Autocars"

The project was to gauge the sales promotion efficacy and to understand the cognizance level of customers towards sales promotion techniques of Sarathy Autocars.

"Field Research Project on the Transnational Recruitment Industry in Asia GCC Corridor"

The involvement was part of the study sponsored by International Organization for Migration (IOM) Kuwait office and executed by Indian Institute of Management Ahmedabad (IIMA) and Marthoma College of Management and Technology (MCMAT), Perumbavoor.

CERTIFICATES

Tally ERP 9 + GST

EDUCATION

M. COM.

Department of Commerce, Manipal Academy of Higher Education (MAHE)

2016 - 2018,

B. Com-Taxation

Sree Narayana College

2013 - 2016,