

K Abhiram Subudhi

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Open to Remote • Open to Relocate • [LinkedIn](#)

Accounts Executive

Dedicated and detail-oriented Accounts Executive with 4 years of experience in financial management and accounting operations. Proficient in overseeing accounts payable and receivable, budget management, financial reporting, and compliance adherence. Adept at implementing efficient accounting processes to optimize financial performance and enhance organizational growth.

EXPERIENCE

Radha Rani Commercial Pvt.Ltd • Berhampur, India • 11/2021 – 06/2022

Junior Accountant

- Successfully posting journal entries, updating financial statements, maintaining accounts receivable and accounts payable, paying monthly payroll, billing, and preparing financial reports.
- Preparing GSTR-3B quarterly, R1 monthly, and preparing GSTR 2A report monthly.
- Sound understanding of accounting and financial reporting principles and practices, explaining or demonstrating products.

Layam Flexi Solutions PVT Ltd. (TPSODL) • Berhampur, India • 06/2022 – 03/2023

Commercial Associate

- By offering relaxation to consumers, reconcile their accounts that have been erroneously charged by contacting them through walk-ins or calls. Also, maintain a daily track record of the team by creating MIS reports and ensure discipline within the team. Conduct quality analysis of revised accounts and attend the one-month camp on Consumer Account Reconciliation.

BS PATRO tax consultancy • Berhampur, India • 09/2019 – Present

Junior Accountant

- Analyzing all data provided by the dealer, calculating the total input credit received and output credits paid, computing GST tax amounts, and filing 3B, R1, R9. Additionally, preparing the GSTR 2A report and net income statement.

Epari Bhimaraju & Co. • Berhampur, India • 04/2023 – Present

Junior Accountant

- In my role as a Junior Accountant, I have experience in various accounting tasks, including bookkeeping, handling debit and credit notes, managing ledgers, overseeing receivables and payables, performing bank reconciliations, and conducting Vendor A/C reconciliation and Balance Sheet Reconciliation.

SKILLS

Bookkeeping MS excel, GST, Income Tax, MS office, Accounts Receivable, Accounts Finalization, Record to Report, Accounts Payable, internal controls

Accounts Executive Tally Prime, Financial Reporting, Reconciliation, Analytical Thinking, Time Management, Budget Planning, Continuous Learning, Cash Flow, Credit Reports, Inventory Management, cost accounting, Payroll Analysis, Vendor Audit, Vendor Management, Financial Modeling, Strategic Thinking, Bank Statements, budgeting, Managing Accounts, Payments, Regulations, Compliance

Interests MS Excel, MS Word, Accounts Management, Problem Solving

Languages HINDI, ENGLISH, ODIYA, TELUGU

EDUCATION

Bachelors in Commerce in COMMERCE

Binayak Acharaya Degree college • Berhampur, India • 04/2018 – 08/2021

C.H.S.E in Commerce

Khallikote Junior College • Berhampur, India • 04/2016 – 03/2018

H.S.E in

Panchayat High School • Berhampur, India • 04/2015 – 03/2016

CERTIFICATIONS

PGDCA

Unitech Computer Training Center

Tally Prime

Unitech Computer Training Center