

Joel Abishek S

Accountant

8610240019

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Tirunelveli

SUMMARY

Detail-oriented Accountant with 4+ years of experience in school and corporate accounting. Experienced in financial reporting, GST compliance, payroll processing, bank reconciliation, statutory compliance, TDS, PF, budgeting, and ERP management. Proficient in Tally Prime and MS Excel with strong accuracy and compliance focus.

KEY SKILLS

•Financial Accounting • Ledger & Journal Entries • Bank Reconciliation• Invoice Processing•Payroll Management
• MS Excel• Trial Balance & Final Accounts• PF & TDS Compliance• Journal & Ledger Entries •GST Knowledge •ERP Management.

TECHNICAL SKILLS

- Tally-prime Operation
- Voucher Entry (Sales, Purchase, Payment, Receipt, Journal, Contra)
- Import/Export of Data in Tally
- Tally Data Backup & Restore
- Group and Ledger Creation
- School ERP System
- EPFO Portal (Working Knowledge)
- GST Portal (basic Filing Knowledge)

EDUCATION

Post Graduate in Master of Business administration

SRM Institute of science and Technology [Jun '18 - May '20]

Chennai

- **Course Modules:**
  - Organizational Development | Compensation & Benefits
  - Financial Accounting| Marketing Analytics| Brand Management|Consumer Behavior

Bachelor of Commerce

Madras Christian College [Jun '15 - May '18]

Chennai

- Secured 65%

KEY PROJECTS

Domain: Marketing |Marketing Standards of Consumer Behavior Towards Branded Shirts
Domain: Finance |"Financial Performance Analysis of Amazon Inc."

PROFESSIONAL EXPERIENCE

Accountant

Karunya Christian School [Jun '25 - Present]

Coimbatore

- Managed daily school fee collection and ensured timely account settlement.
- Coordinated student admission enquiries and completed admission processes, including fee collection and documentation.
- Maintained accurate student financial and administrative records, including PEN numbers and complete student details.
- Maintained and updated the school ERP system, including student promotions and next academic year fee allocation.
- Prepared monthly Bank Reconciliation Statements (BRS) to ensure accurate financial records.

- Verified vendor bills and confirmed receipt of materials before processing payments.
- Maintain and update ERP for student promotions and fee allocation.
- Managed Purchase Requisitions (PR) with proper classification of consumable and non-consumable items.
- Handled payroll processing, including salary calculation for all teaching and non-teaching staff.
- Processed Provident Fund (PF) payments and ensured statutory compliance.
- Verified TDS deductions and maintained compliance with tax regulations.
- Processed final settlement and gratuity payments for outgoing staff in compliance with school policies.
- Prepared school fee structures and developed school and hostel budgets for the next two academic years.
- Planned and budgeted notebook and stationery requirements per student for the upcoming academic year.
- Verify GST input tax details on vendor invoices before processing payments.
- Assist in GST data preparation and reconciliation for filing support.

Accountant

Wipro [Oct '22 - Apr '25]

Chennai

- Orchestrated the preparation of accurate financial records & consolidated final accounts encompassing P&L, Balance Sheet, & Trial Balance to achieve a harmonized balance of revenue & costs utilizing Excel tools
- Executed bank reconciliations, journal entries, & ledger postings to ensure precise monthly closing
- Managed accounts payable and receivable, ensuring timely vendor payments and customer collections.
- Generated key financial reports such as Profit & Loss, Balance Sheet, and Cash Flow using Tally
- Created and managed ledgers, stock items, and cost centers in Tally to streamline financial operations.
- Generated key financial reports such as Profit & Loss, Balance Sheet, and Cash Flow using Tally.

Kotak Life Insurance

Managing Partner and Human resource assistant [Oct '20 - Apr '21]

Chennai

- Directed the talent acquisition & recruitment process for onboarding 10 new full-time hires through referral sources
- Directed candidate interviews resulting in 5 successful hires facilitated by Microsoft Teams for scheduling
- Managed new employee onboarding process, ensuring timely completion of all pre-employment forms within 72 hours using Excel & HRIS
- Made an average of 40 daily calls to prospects for new business opportunities utilizing company leads & Excel for tracking

CERTIFICATIONS

- Indian Institute of Management Kozhikode Certification programme in Data Analytics

ADDITIONAL INFORMATION

- Badminton Champion
- Led Cricket Team back to back champion in office Tournament
- **Languages**: Tamil(native), English