



JAYARAJ K

SALES ACCOUNTANT

CONTACT

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📍 KALARIKKAL (H)
KALLUVAZHI, PALAKKAD
PIN 679514

EDUCATION

2003 - 2005

- Master of Commerce
Calicut University.

2000-2003

- Bachelor of Commerce
Calicut University.

SKILLS

- SAP Work experience
- Co-ordination
- Teamwork
- Time Management
- Leadership
- Effective Communication

LANGUAGES

- English (Fluent)
- Malayalam (Fluent)
- Hindi (Basics)
- Tamil (Basic)

PROFILE

M.com with 15 year's of experience in Sales Accounts.

- SAP modules FICO, SD, MM. end User.
- Thorough knowledge and experience in accounts receivables/payables/inventory and generation of relevant MIS.
- Maintenance of relevant books of accounts like sales register/purchase register/debtors ledger, control account reconciliation, stock ledgers and inventory of statutory forms and all other related work.

WORK EXPERIENCE

● **SREE JAYAJOTHI CEMENTS PRIVATE LIMITED** 2025- PRESENT
ASST.OFFICER ACCOUNTS

Debtors management: Handling customer accounts with receivables, preparing statements of accounts, and obtaining balance confirmations from debtors.

Vendors related : Coordinating with transport and CFA vendors, processing bills in SAP, and ensuring timely payment release.

Accounting TA bills: Processing local and outstation TA bills of employees

● based on the Travel App and accounting for hotel claim bills of employees in SAP.

Petty Cash Management: Recording and accounting expenses related to petty cash

Collecting and verifying customer applications, releasing new customer codes for billing, setting credit limits, and preparing scheme work based on the dealer's off-take

● Preparing GST data and coordinating with HO for GST return filing, including sales reports, purchase files, and input tax details. Collecting CA certificates from Dealers to confirm that credit notes are reversed during GST return filing.

Creating GRNs and processing billing when necessary, updating collections in SAP on a daily basis. Coordinating with 20 depots of (Maha Cement Kerala) for billing and stock maintenance

Liaising with government departments for professional tax payments, labor registration, and related compliance matters.

BRS,MIS

B) Officer Accounts (Commercial Dept .) From 23.08.2012 to 18.04.2013 With Asian Granito India Ltd – Cochin

- Dealing Customer accounts with receivable , statement of accounts and coordination with dealers , reconciliation customer account if necessary
- Collecting C – form from the dealers .
- Generating relevant data for Sales tax Return filing / Issuing C & F forms.
- Updating payments

C) Executive Accounts - From 15.02.2008 to 31.05 2012 with H & R Johnson (India), A Division of Prism Cement Ltd. .

- Updating payments, bank, cash and maintenance of vendor accounts including booking of vendor invoices, recurring and fixed nature.
- Generating relevant data for Sales tax Return filing / Issuing C & F forms / advance tax payment management and scrutiny of vat account.
- Liaison with Govt. departments/ Professional tax Payments, generating relevant data for service tax draw back and Service tax return filing for the region.
- BRS and MIS

D) Sales Co-coordinator, November 2007 - February 2008 with H&R Johnson (A Division of Prism Cement Limited)

- Billing, Stock maintaining, Co-ordinate with sales staffs of Institutional sales division all Kerala.
- Dealing with commercial tax check post authorities both road and sea for smooth passage of trucks/containers as the product involves payment of advance tax at entry point.

E) Stores in charge- March 2006 - November 2007 with Kitchen Appliances (India) Ltd (Sansui)-Coimbatore

- Billing, Stock maintaining, Co-ordinate with sales staffs.

Hobby

- Hobbies including travelling, listening music, Reading.

Extra curricular

Astrological Predictions based up on Horoscope.

DECLARATION

I do here by declare that the above mentioned statements are true to the best of my knowledge and belief.

Place : Palakkad

Date : Jayaraj .K