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 **CURRICULUM VITAE**

**SANJEEV**

**SANJEEV.251092@2freemail.com**

**Career Objective:**

To seek a position as an Accountant in a challenging and stimulating environment envisaging personal growth and career development associating with an organization that provides ambience for learning and professional growth.

**Professional Experience**

 **Accounting & Finance**

* Proficient in computerized accounting with Tally .ERP 9 & and MS Office
* 2 years U.A.E experience in handling accounts and 10 years experience in India in the field financial Services.
* Good exposure and experience of dealing with day to day transactions.
* Experience in preparing different types of vouchers including Cash payments, Cash receipts, Bank Payments, Bank Receipts, Journal vouchers, Sales vouchers etc.
* Responsible for the bank funds transfer and all banks related activities.
* Assisting the Accounts Manager in variety of business roles.
* Chasing outstanding customer accounts.
* Preparation of purchase and sales vouchers.
* Follow up Debtors/Creditors and reconciliation of their accounts
* Responsible for Payables and Receivables and prepare the report on monthly basis.
* Manage the issues relating to the clearing of products.
* Preparation of Bank Reconciliation Statements of all bank accounts maintained resolves any differences in a timely manner on monthly basis.
* Preparing general store and raw material consumption reports at end of each month and end of the year.

**Computer Skills**

* Accounting software (Tally.ERP9,Oracle)
* MS Windows (98, 2000, XP, Window 7 ), MS Office (MS Excel, MS Word, MS PowerPoint),
* Internet & Email,
* Trading Software ODIN, NEAT.

 **Educational Background**

* **B.Com -**  Calicut University, Kerala, India.(1997 -2000)
* **Pre-Degree-** M.E.S. Mampad College,Karala, India.
* **Diploma in Computer Application**.

**Employment History**

**Grace Building Material Trading LLC.,Ajman, UAE**

**Designation:** Accountant

**Work Period:** Working as Accountant from Nov 2013 to date Ajman,U.A.E

**Company Type:** Whole Sale & Retail Sale of Building Materials

**Religare Securities Ltd. Kerala, India.**

**Designation: Branch Manager, Perinthalmanna.**

**Work Period:** Worked as Accounts & Import officer fromOctober, 2011 to May 2013

**Company Type**: Financial Srvices/Stock Broking**.**

**Hedge Equities, Kerala, India.**

**Designation:** Branch In Charge.

**Work Period:** Worked as Accountant fromFebruary, 2009 to October, 2011

**Company Type:** Financial Services/ Stock Broking.

**JRG Securities Ltd, Kerala, India.**

**Designation:** Dealer

**Work Period:** Worked as Terminal Operator fromApril 2002 to Sep 2010

**Company Type:** Financial Services/ Stock Broking.

  **Personal Attributes**

* Excellent analytical and problem–solving capabilities.
* Ability to motivate and inspire colleagues to achieve optimum results while working to strict deadlines.
* Capable of working under extreme pressure & dedicated towards work.
* Adaptable to any type of industry & Flexible to work in any kind office environment.
* Good Team player.

**Declaration:**

I declare that the above information filled by me are correct and true to the best of my knowledge and belief. I hope that my experience will meet your requirements.