**CURRICULUM VITAE**

**SREEKUMAR**

[Shreekumar.342009@2freemail.com](mailto:Shreekumar.342009@2freemail.com)

**C/o- Ph: +971504973598**

**CAREER OBJECTIVE**

To be part of a reputed and progressive organization offering sample opportunities of diversified exposure to handle challenging tasks in Finance and Administration sector utilizes my qualification and the work experience that I have gained with personal development and career progression.

More than three years Accounting/Store Keeping/Store Supervisor in Oman, I want to be associated with a progressive organization where I can implement my knowledge, skills and professional experience to increase level of responsibility and career advancement as Accountant/Storekeeper/Store Supervisor/Admin Assistant or Accounts, Store, and Admin related any Jobs.

**PROFESSIONAL CAREER SUMMARY**

* Working experience as an Accountant in Abeer Co LLC,Muscat,Oman
* Working experience as Manager in IRCTC, Kerala, India.
* Working experience as Cashier at IRCTC, Kerala, India
* Working experience as Marketing executive in Frankfinn Diploma in Aviation, Hospitality and Travel Management (FDAHTM), Kerala, India
* Expertise in Microsoft Word, excel, Power point and Accounting software’s are wings and tally.
* Possessing excellent works in a company daily process

**WORK EXPERIENCE**

##### Employer:                      Abeer Co.For.Cont. & General Trading LLC, Muscat, Oman

##### Designation:                   Accountant

##### Duration:                       12th September, 2013 to present

**MAJOR ROLE IN THE COMPANY**

* Preparation of Client Invoices in on a monthly basis, maintaining unique and proper serial control on the invoicing
* Preparation of purchase and sales vouchers.
* Preparation of receipt and payment vouchers.
* Preparation of bank receipt and payment vouchers.
* Follow up of debtors on monthly basis.
* Preparation of debtors and creditors statement and reconciliation on monthly basis.
* Preparation of bank reconciliation statements.
* Assist accounts manager in preparation of profit & loss, balance sheet and other statements.
* Prepare stock reports after Physical stock taking in stores on yearly basis
* Handling ledger accounts and keeping the check for any invoices or payments
* Preparing forms and manuals for accounting and bookkeeping personnel
* Attending phone calls, Handle customer feedback and complaints
* Preparing cheque for signature and maintaining cheque register
* Prepare salary statements and expenditure statements book and ensure correct and timely payment of salaries and wages to employees
* Handling petty cash
* Maintaining records and Back up of all Finance related transactions
* Calculating and checking to make sure payments, amounts and records are correct
* Calculate; prepare wages and salaries in liaison with Site Amin’s and Payroll team, taking into account overtime, medical reimbursements, leave pay, airfare, gratuity and deductions if any.
* Design and create weekly and monthly reports to the management.
* Public relation activities (bank/labor office/corporation/E.B/T.E/postal etc).
* Assisted with quarterly and year end-closings as well as audit preparation
* Invoice entries and cross checking
* Collected bills, checked payment
* Managed Inventory entries
* Checked invoices with payments made
* Ensuring invoices are delivered to the client within the agreed time frame, and with the agreed set of supporting documents
* Prepare unbilled expense analysis on monthly basis.
* Process Subcontractors’ certificate of payment and ensure that all necessary approvals are in place
* Ensure that all documents are filed properly and is easily accessible
* Clear distinction for fixed fees invoices and chargeable works invoices to be maintained

##### Employer :                    IRCTC (Indian Railway Catering & Tourism Corporation)

##### Designation:                      Manager/Cashier

##### Duration : From 05.03.2010 to 30.12.2012

##### 

**MAJOR RESPONSIBILITIES**

* Control all day to day works.
* Preparing reports on purchase turnover and sales turnover.
* Receives collections direct from customers and clients
* Record all takings from F&B and FO cashier envelops on a daily basis. Balance all sales ledger payments

##### Employer :                    Frankfinn Aviation Academy

##### Designation:                      Marketing Executive

##### Duration : From 05.01.2013 to 30.07.2013

**EDUCATIONAL BACKGROUND**

|  |  |  |  |
| --- | --- | --- | --- |
| **Exams** | **Board/University** | **Year of Pass/Complete** | **Marks** |
| SSLC | General Education Department,Govt Of Kerala | 2005 | 60% |
| PLUS TWO | Board Of Higher Secondary Examination,Govt Of Kerala | 2007 | 65% |
| B.com | Completed From Mahatma Gandhi University, Kerala | 2007-2010 | Completed |

**COMPUTER PRIFICIENCY**

* 3 Months Diploma in Accounting Software Tally
* Excellent working knowledge of Ms Excel, Ms Word & Power point.
* Proficient in MS Word and MS Excel,
* Proficient in accounting software Wings.

**COMPETENCIES**

* Financial Accounting & Financial Control & Inventory Management
* Problem analysis and resolution
* Judgment
* Decision-making
* Try to utilize maximum from available resources
* Very quickly in learning the new things
* Leadership qualities with motivating attitude
* Attention to detail
* Ability to work independently and with a team in a fast-paced and high volume environment with emphasis on accuracy and timelines
* Ability to communicate effectively verbally and in writing
* strong organizational and time management skills
* Ability to effectively interact with employees and vendors.
* Able to work under pressure
* Self-motivated
* Hard working
* Planning and organizing

**LANGUAGE PROFICIENCY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Speaking** | **Reading** | **Writing** |
| English | Good | Excellent | Excellent |
| Hindi | Good | Excellent | Excellent |
| Tamil | Good | Excellent | Excellent |
| Malayalam | Excellent | Excellent | Excellent |

**PERSONAL DETAILS**

* Date of Birth : 30th March 1990
* Age : 26 yrs
* Gender : Male
* Marital status : Single
* Nationality : Indian

**REFERENCES**

Will be furnished upon request.

**ACKNOWLEDGEMENT**

The particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief