**Curriculum vitae**

## Objective

**To acquire a challenging position where I can put optimum use of my knowledge, skill & creativity; where I can initiate ideas among team members & thereby work together as a family, towards the growth and development of the organization.**

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| C:\Users\sojo\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\Sd new.jpeg SOJO [SOLO.346767@2freemail.com](mailto:SOLO.346767@2freemail.com) PERSONAL INFORMATION D.O.B : 8-9-1991  Gender : male  Religion :Christian, anglo-  indian  Nationality : Indian  Marital status : Single |

Educational Qualification

* BBA ,M.G University
* PLUS TWO, Board of Secondary Education , Govt. of Kerala
* SSLC , Board of Public Examination, Govt. of Kerala

Previous Experience

**Abaam hotel ( A unit of chinar homes pvt.ltd ) as a Accountants assistant 1.5 year in There Finance Dept. (Tally erp , Hotsoft)**

**Job Profile**

* Maintaining general ledgers and sub ledgers.
* Preparation of payment vouchers, Cash and cheque.
* Preparation of Bank Reconciliation statement.
* Office Administration and Correspondence.
* Experience in day to day cash & bank transaction.
* Accounts receivables & Payables
* Make week wise collection plan
* Prepare sales report on monthly basis
* Luxury Tax. Service Tax , VAT.

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Previous Experience

**Worked in a Firm (Accounts Service Society) as Accountants assistant 1 year in There Accounts & Audit Division Tally ERP, SAP B 1**

**Job Profile**

* Enter all transaction into tally package
* Receive and Verify invoices for goods and services
* Prepare and process accounts payable cheques and transfer letters.
* Prepare manual cheques as and when required..
* Reconciliation of accounts payable & Receivables.
* Monitor accounts to ensure payments are up to date.
* Verify the documents and prepare Sales Invoices to Clients
* E-filing
* KVAT

**Worked as accountants assistant ( 3 months )Tax matters , Regd sales tax consultancy , Thrissur**

**Job Profile**

* Assisting accounting work & vouching
* Experience in sales tax return filling & Make Internet payments througs NEFT/RTGS.
* Preparation of bank reconciliation.
* Maintaining manual cash book and computerized cash book.
* Preparation of cheque issue registers.
* KVAT
* E-filing

Computer skills

* SAP Business One
* Peachtree
* Tally ERP9.0
* Hot soft
* MS Word , Excel
* Quikbooks

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Interests

* Listening to Music.
* Playing Cricket
* Travelling.

Success

* I will try to utilize all the opportunities I get which can lead to the goal called Success.

**Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge.