**4 YEARS EXPERIENCE IN FINANCE & A/C’S**



**SONU**

[**SONU.360254@2freemail.com**](mailto:SONU.360254@2freemail.com)

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| **Career Objective** | |
| My career objective is utilized my skills, knowledge, ability and confidence in this competitive world for the benefits of the organization and self. |
| **Proficiency Summary** | |
| * **4** Years of Experiences in **Accounts of Manufacturing, Sales & Service Industries.** |
| * Work Experience in **SAP , Tally & Real soft** application platforms. |
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| * Proven ability to work efficiently in both independent and teamwork environment. |
| * Good interpersonal skills, commitment on result orientation with a quest, zeal to learn and undertake challenging tasks. |

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| **Academic Profile** |

**M.COM- Finance** from SSV College irapuram, M.G University, Kottayam, India in 2012

**B.com** Passed from Govt. College Manimalakkunnu, M.G University, Kottayam, India in 2009

**Plus Two** Passed from Govt.Higher secondary school Ooramana, (H.S.E) Kerala in 2007

**SSLC** passed from High School, Ramamangalam in 2005.

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| **Experience Profile** | | | |
| **1) Employer** | | **Active Lobby Information System Pvt Ltd , Kerala ,India** | |
| **Industry** | | India-based IT company, Providing various kinds of IT services and Soft ware development. | |
| **Designation** | | Accountant | |
| **Tenure** | | November 2012 – March 2014 | |
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| **Job Profile** | | | |
| * Responsible for day to day accounting & record keeping includes Cash, Bank & Creditors Journals | | | |
| * Provide daily and monthly Reports like , Statement of accounts, Cash and Bank a/c ,Department expenses etc. | | | |
| * Update and maintain accounting journals, ledgers and other records detailing financial * Business transactions. | | | |
| * Preparing Monthly Budget. | | | |
| * Professional tax calculation and payment | | | |
| * Calculation of Income tax and TDS figures | | | |
| * Calculation and Payment of Advance tax | | | |
| * Managing the petty cash Transaction of the company * Maintaining track record of company’s expenses | | | |
| * Managing Bank Related Transactions * E-Filling of Periodical TDS Returns * Fund management * Pay Roll Preparation | | | |
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| **2) Employer MRF TYRES LTD,HYDERABAD, INDIA**  **Industry** India-based Tyre Manufacturing Company  **Designation** Accountant & Operational Assistant  **Tenure** May 2014 – June 2015  **Job Profile** | | | |  |

* Handling petty cash Transactions and other day to day accounting transactions.
* Original Equipment invoice posting
* Handling Quotations & Proforma invoices of Government parties and Private parties.
* CENT Vat Return filling
* Handling high volume of customer enquiry
* Supporting the field sales team
* Accurately analyzing and assessing sales related data
* Taking and analyzing Various Sales Related Reports and Submit To Management
* Keeping sales related and customer related documents

**3) Employer SKYWAY TRADING LLC, AL QUSAIS -DUBAI**

**Industry**  Dubai- based Food Trading Company

**Designation** Accountant

**Tenure**  27 Jul 2015 –continuing

**Job Profile**

* Prepare, examine, and analyze accounting records, financial statements, and other financial Reports to assess accuracy, completeness, and conformance to reporting and procedural Standards.
* avoiding outstanding expense and managing petty cash
* Handling Receivables and Payables of the company
* Reconciliation of Bank statement
* Reconciliation of Customer Statement and Supplier statement
* Timely follow up of receivables
* Handling Purchase, Purchased return and sales return of the company
* Updating and maintain accounting journals, leaders and other records detailing financial business transactions.
* Item wise cost calculation
* To maintain the status of funds
* Pay roll processing

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| **Personal Strength** |

* Positive Thinking,
* Better observation skill
* Confident and goal oriented
* Faster learning ability

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| **Project Works** | | |
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* Financial Statement analysis , GTN Textiles , Aluva

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| **Technical Profile** |

Technical Skills : MS OFFICE

Accounting program : SAP, Tally ERP.9, Real Soft

**Personal Profile**

Date of Birth : 22nd August 1989

Nationality : Indian

Gender : Male

Language Known : English, Malayalam, Hindi

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