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



**SONU**

**SONU.360254@2freemail.com**

|  |
| --- |
| **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.
 |
|   |
| * 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.
 |

|  |
| --- |
| **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.

|  |  |
| --- | --- |
|  |  |
| **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 |
|  |  |
| **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
 |
|  |
|  |
| **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

|  |
| --- |
| **Personal Strength** |

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

|  |
| --- |
| **Project Works** |
|  |  |

* Financial Statement analysis , GTN Textiles , Aluva

|  |
| --- |
| **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