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Sreejith **Email:** [Sreejith.362097@2freemail.com](mailto:Sreejith.362097@2freemail.com)

**CURRICULUM VITAE**

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| **CAREER OBJECTIVE** | To work in a challenging and knowledge based environment, which gives me the right opportunity to excel and improve my skills with practical knowledge and thereby play a commendable part in the growth of the company. |
| **QUALIFICATIONS** | * B.com-(CO-OPERATION) Calicut University Passed in the year 2006 with aggregate 60%. * VHSE-(Vocational Higher Secondary School Passed in the year 2003(Kerala). * SSLC-State Board of Examination passed in the year 2001(Kerala). |
| **WORK EXPERIENCE** | **Worked as Chief Accountant in one of the leading Importing, Exporting and Trading Company of UAE (Al Farasa Foodstuff Trading Co LLC)From Nov 21, 2011 to 28.11.2013.**  **Working as an Accountant General In Free zone company Sharjah UAE.(MG GROUP FZC) From 25-12-2013 to 10-9-2016**  My roles and responsibilities involved are as follows.  - Preparing Cash reconciliation statement (Inward and Outward of goods)  - Stock reconciliation statement.  - Stock Inward and Outward as per purchase order and allocation.  - Vendor reconciliation Statement.  - Client reconciliation Statement.  - General account work, such as preparation of vouchers, recording and account transaction.  - Generating sales invoices.  - Client and vendor interaction and making follow up for the pending payments.  - Handling day to day accounts in QAD ERP.  - Petty cash Management and cash book reconciliation.  - Making reports as per management requirements.  - Work as bridge with sales personnel’s and management. |
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| **COMPUTER PROFICIENCY** | * Windows XP,2000,98 * MS Office * Diploma in Computer Applications including accounting packages such as Tally, and Visual Basic * Accounting Software-Tally 7.2, 9 and ERP 9.0 |
| **LANGUAGES KNOWN** | English, Hindi, Malayalam and Tamil (can understand) |
| **CO-CURRICULAR ACTIVITIES**  **& HOBBIES** | * Inter-school Caroms Winner * Playing cricket, badminton * Participate on district level drama and fashion show competition * Interested in listening and singing Malayalam Lite music |
| **PERSONAL** | |  |  |  | | --- | --- | --- | | Date of Birth | : | 10.03.1986 (31 years) | | Place of Birth | : | Kerala | | Nationality | : | Indian | | Marital Status | : | Single | | Visa Status | : | Visit Visa | |
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**Declaration**

I hereby declare that the above information is true to the best of my knowledge and I look forward to hearing from you positively and having a personal interview to discuss further.

Sincerely,

