|  |
| --- |
|  |

Sreejith **Email:** Sreejith.362097@2freemail.com

 **CURRICULUM VITAE**

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

 |
|  |

**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,

