**RESUME**

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**Sujith**

[**Sujith.364745@2freemail.com**](mailto:Sujith.364745@2freemail.com)

**CARRIER OBJECTIVE**

Seeking responsible position in the field of ‘Accounting’ in accordance with my professional experience, qualification and skills achieved over the years and to work in a pro-active organization where I can utilize my expertise for the growth of the organization and which offers me a scope for professional achievements and better Prospects.

**COMPUTER KNOWLEDGE**

Tally ERP 9, Windows XP&7, MS Office, MS Dos, Excel, Internet, E Mail

**EDUCATIONAL QUALIFICATIONS**

**Professional Accounting** : TIA, Kottayam.

B.Com : M.G. University, Kottayam

H S C (Commerce) : Kerala Syllabus,

S S L C : Kerala syllabus

**EXPERIENCE**

* 13 month work experience as an Jr. Accountant in Elegant Car Accessories Pvt. Ltd.,Lajpat Nagar,New delhi.
* 3 Year work experience as an Jr. Accountant Cum Admin executive at Impel Marketing Services, Sarita Vihar, New Delhi From Sep 2009.
* 1 year & 3 months experience as an Accountant in Don Bosco Institute of Graphics, Okhla,New Delhi from Nov-2012.
* Currently working As accountant in Al Batha Trading & Catering Co WLL, Abu Dhabi,UAE. From April 2014.
  + - * Accounts Payable & Receivable
      * All Bank Transactions-LC,TR,LBD
      * Daily cash collection
      * Cash Book & Petty Cash
      * Bank Reconciliation
      * Day to day Entries & Account Finalization
      * Cash flow projection & Budget Preparation
      * Customer follow up
      * Monthly Reports to Management
      * Salary & overtime Calculation
      * Maintaining staff records

**PERSONAL PROFILE**

Name : **Sujith**

Date of Birth : 30-05-1986

Gender : Male

Marital status : Married

Nationality : Indian

Religion : Hindu

Languages Known : English, Malayalam & Hindi

**Declaration**

I here by declare that the particulars give above are true to the best of my knowledge and belief.