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**Sajith**

**Contact Details**

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**Synopsis**

Possess a thorough theoretical and practical knowledge of the financial accounting software packages Tally & Quick Books. Excellent knowledge in Microsoft Excel. More than 15years’ experience in different companies in the field of maintenance of the computerized financial accounts, monitoring of bank transactions, preparation of final accounts, dealing with debtors, creditors and auditors. **Many years of experience in maintaining VAT based accounts and excellent practical knowledge in filing monthly VAT returns.**

**Scholastic Record**

* **Master of Commerce**(completed) from University Of Calicut, Kerala, India.
* **Bachelor of Commerce** from University Of Calicut, Kerala, India.
* **Diploma in Computer Application for Office Management** from Canada-India Institutional

Co- Operation Project, Sree Rama Govt. Polytechnic, Kerala, India.

**Detailed Employment Record**

Post Held: **Senior Accountant**

Period: October 2016 to April 2017

Employer: **M/s. COT General Trading FZE,**

Costalina Oil Terminals,

JIG MEMBER

Dealers of petroleum products like Aviation Fuel (JET A1), MOGAS and Diesel

A-503, Ajman Free Zone, Ajman, UAE.

Job Description: In charge of finance and accounts and prepare consolidated accounts with their associated company Costalina Oil Terminals.

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**Responsibilities**

* Preparing monthly Profit & Loss account, Balance Sheet, Stock Report etc.
* Prepare consolidated account with the associated company.
* Dealing with debtors, creditors and banks.

Post Held: **Senior Accountant**

Period:November 2010 – November 2015

Employer:**M/s. Freight Forwarders East Africa Limited**

Plot 1, 7th Street, Industrial Area, P.O. Box 23013,

Kampala, Uganda

Job Description: In charge of finance and accounts of Freight Forwarders East Africa Limited and the associated companies listed below, reporting to Group Financial Controller.

* **Nelion Trading (U) Limited,** who is specialized in trading of Truck/Trailer spares and also is an agent for Baiben trucks.
* **Inward Africa Forwarders Limited,** one of the main warehousing and clearing agent in Kampala.
* **Transeast(U) Limited,** transportation specialized company, capable of handling all forms of overland transportation requirements.
* **Multilines East Africa Limited**, is an East African cargo logistics services provider. Their major area of expertise is in providing world class Customs, Transportation, Warehousing and other Logistics related services to the region.

**Responsibilities**

* Preparing Monthly Management Reports i.e., P&L account, Balance Sheet, Monthly Turnover Report, Income Report, Monthly Loan Movement, Non-Current Asset Schedules, Monthly Cash Flow Statements, File-wise Profit & Loss Account, Debtors & Creditors Report etc.
* Filing of monthly/annual statutory returns to Uganda Revenue Authority e.g. **VAT**, PAYE, NSSF, Local Service Tax, Corporate Tax etc.
* Liaising with URA to process the e-filing requirements e.g. **VAT**/PAYE/Import/Export application for the Company, personal TIN for the directors etc.
* Liaising with bank for all necessary bank related works.
* Conducting annual company audit and filing the returns.

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Post Held: **Finance Manager**

Period: Sep 2005 to August 2010

Employer:**M/s. Spa Packaging (U) Ltd.**

Banda, Kampala, Uganda

Job Description: In charge of accounts and finance department reporting to the Financial Controller. Scrutinizing the day-to-day data entry in the software package Tally. Interacting with the Auditors. Monthly cash & bank account reconciliation and **filing monthly VAT returns** etc.

Post Held: **Accountant**

Period: April 2002 to June 2003

Employer:**M/s. Associated Textile Rubber Products Ltd**,

Sec-19. Vashi, Navi Mumbai, India

Job Description: My responsibilities includes the maintenance of the computerized financial accounts on Tally accounting software, reporting of bank transactions, bank reconciliation statements, preparation of invoices, dealing with debtors, creditors and auditors.

Post Held:**Accountant**

Period: January 2000 to March 2002

Employer:**M/s. Dwarka Engineering Works**

Wagle Industrial Estate, Thane, India.

Job Description: Duty performed during my tenure was to look out the entire branch operation including complete accounts operations till finalization.

Post Held: **Accounts Asst.**

Period: October 1997 to October 1999

Employer:**M/s. Jayaprakash & Associates Accounts and Auditors**

Thriprayar, Thrissur Dist. Kerala, India

Job Description: I was involved as part of the audit teams carrying out audits on some of the top companies in Kerala. This audit practice was specializing in the audit and internal controls.

**Software Profile**

Packages – Tally ERP9 & Quick Books.

- Microsoft Office.

**Personal Profile**

Date of Birth: 12th May 1976

Marital Status: Married

Sex: Male

Nationality: Indian

**Language Skills:** English, Hindi, Malayalam (Can read, write and speak)