**SANU**

Dubai

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# CAREER OBJECTIVE

Seeking a position in **Accounts & Finance** with a reputed organization where my potential matches the organizational growth and contributes for the achievement of my career and equips myself with rich skills, hard work.

# ACADAMIC QUALIFICATION

* B.com under MGUniversity- year2007 - 2010

# CAREER PROFILE:

* 6 + years of experience in accounts with reputed organizations inIndia.
* Graduate in Commerce (B.Com.).
* Proficient, prearranged and detail-based professional with extensive knowledge in accountingfunctions.
* Finalization of profit & loss A/C and Balance sheet.
* Submittals of VAT returns & related matters.
* Service tax & TDS Filing
* Hold strong logical and crisis handling skills, with the aptitude to formulate well planneddecisions.
* Highlyadaptabletochangeinaconstantlychangingenvironment
* Highly dependable, cautious, principled andloyal.
* Inter personnel skill for constructiveteamwork.
* Original in the completing projects, efficient in multi-tasking and submitting projects within deadlineperiods.

# EXPERIENCE:

**Sr.Accountant, Muthoot Vehicle & Assets Finance Ltd (June 2017 – Nov 2017)**

* Checking vouchers with supporting documents.
* Loan disbursement.
* KYC compliance.
* Evaluation of Credit worthiness.
* Analyze cash flow and suggest effective method to increase the profitability of the organization.
* Analyze financial ratios

# Junior Accountant, Channel Foods Pvt Ltd (Brand Name “Chicking” (Oct 2014 – April 2017)

* Responsible for entire Accounting / Document Management and clerical jobs of the company.
* Recording of expenses & Purchases and materials delivery.
* Make profit & Loss report and submit to the Manager.
* Analyze cash flow and suggest effective method to increase the profitability of the organization.
* Keep and track all company related documents like, Proposals, Purchase orders, and retrieve them in no time, when required by the relevant employees.
* Installation and back up of Tally.
* Urgent maintenance of computer hardware and software up-gradation etc.
* Service tax & TDS Filing
* Checking vouchers with supporting documents.
* Checking all the tax related documents.
* Correcting the ledger accounts.
* Bank Reconciliation and finalization of accounts.
* Income Tax & VAT related matters

# Audit Assistant, Swift Accounting & ConsultancyServices, Kerala. India (July 2012 – Sep2014)

* Income Tax & VAT related matters
* Audit related matters.
* All types of reporting and correspondence.
* Compliance of regulatory and company affairs.
* Budgeting
* Financial & Statistical Analyses
* Evaluate monthly profit and loss account of clients.
* Checking vouchers with supporting documents.
* Checking all the tax related documents.
* Correcting the ledger accounts.
* Bank Reconciliation and finalization of accounts.
* Service Tax & TDS Filing.

# Audit Trainee, Pradeep Kumar & Co, Chartered Accountants, Kerala (Jun2011 – Jun 2012)

* Income Tax & VAT related matters
* Maintaining the books of accounts up to finalization.
* Receipt, issue and inventory control of material.
* Bank deposits, Payments and reconciliation.
* Preparation of Month end reports, Yearend reports.
* Evaluate monthly profit and loss account of clients.
* Checking vouchers with supporting documents.
* Checking all the tax related documents
* Correcting the ledger accounts.
* Preparation of individual salary statements on monthly basis.
* Preparation of Depreciation statements.

# TECHNICAL QUALIFICATION

* Tally
* Microsoft OfficeSuites

# PERSONAL PROFILE

* Date ofBirth :26.04.1990
* Sex :Male
* Nationality :Indian
* Materialstatus : Single
* LinguisticAbilities : English, Malayalam,Hindi,
* VisaStatus : VisitVisa