**SARATH**

**Deira, Dubai UAE**

**Sarath.378632@2freemail.com**

**Mob: C/o 0504973598**

**Career Objective**

To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my business experience to the fullest.

**Work Experience**

**Delma Enterprises Bangalore (2013 - 2015)**

**Role: Accountant Assistant**

* Manage the day to day financial transactions of the company.
* Maintain books of accounts in a computerized environment.
* Receive, verify and post the invoices and credit notes.
* Review and verify the supplier invoice with the delivery note.
* Supervise the whole range of Accounts Payable, Receivable.
* Responsible for entry and verification of all other expenses and payables of the company.
* Monitor WPS and control petty cash.
* Ensure continuous development & improvement of the procedures within the finance department.
* Prepare regular reports and summaries of accounting activities.
* Verify recorded transactions and report irregularities to Management.
* Credit control and collection and accounts payables

**Educational Qualification**

* **Bachelor of Business Administration (BBA)** from DR. C V RamanUniversity, Chhattisgrah, India

Year Passed out – 2018 with 60% Marks.

* **Plus Two –**B A R Higher Secondary School Bovikkanam , Board Of HigherSecondary Examinations, Kerala, India

Year Passed out – 2012.

* **10th -** Govt. Vocational Higher Secondary School Iriyanni , Board of PublicExaminations, Kerala, India.

Year Passed out-2010.

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**Computer Skills**

* Ms Excel
* Tally ERP9
* Peachtree
* Tradeasy
* Knowledge of MS Office and Internet applications

**Strength**

 Positive attitude  Team player

 Good communication skill  Goal oriented

**Extra Curricular Activities**

* Act as volunteer of National Service Scheme (NSS) in School level

**Personal Profile**

Date of Birth : 18th Jan 1994

Nationality : Indian

Gender : Male

Marital Status : Single

Languages known : English, Hindi, Malayalam

Visa Status : Visiting Visa UAE

Visa Valid Up to : 15.05.2018

I hereby declare that the above information is true to the best of my knowledge and belief.

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