

# SREEJITH

**Email:** [**sreejith.387536@2freemail.com**](mailto:sreejith.387536@2freemail.com)

**EDUCATION**

* **Pursuing MBA (Specialized in Finance)** Bharathiar University, India
* **B.Com:** University of Calicut, India in the year 2011- 2014

**SOFTWARE SKILLS**

* SAP
* TALLY & ERP 9
* M S Office
* ALMIRA
* Adobe Photoshop

**PERSONAL STRENGTHS**

* Interpersonal Abilities.
* Planning/Organizing.
* Decision Making
* Accuracy
* Creativity

**LANGUAGES KNOWN**

* English
* Tamil
* Malayalam
* Hindi

**PROFILE**

To seek a challenging career in a reputed and organized firm and to channelize my abilities towards individual, organizational and societal benefits which will add value both to me and to the firm.

**WORK EXPERIENCE**

#### From November 2016 to

#### December 2018

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#### SUTHERLAND GLOBAL SERVICES

**Designation: Accounts Associate Executive**

**(Client: ETIHAD AIRWAYS, ABU DHABI)**

* **From July 2015 to August 2016**

**XEROX BUSINESS INDIA PVT LTD**

**Designation: Finance Associate**

**(Client: GENERAL MOTORS, UK)**

**Major Job Responsibilities**

* Reconciling the Direct Operating Cost Invoices in client application **ALMIRA**.
* Reconciliation of bank statements and Accounts Payable.
* Validating and processing invoices in SAP under the correct vendor account.
* Detailed checking of bank information before initiating payments.
* Preparation of monthly Accrual Reports.
* Excel based estimation.
* Estimate the quantity of construction drawings, based on architectural and structural drawings.
* Coordinate with consultant /contractor.
* Prepared conceptual drawings, and rough estimate for administrative approval.
* Monitoring BOQ’s.
* Had worked as the coordinator between Clients, Architects, and Contractors for various projects.
* Interior design of commercial and residential buildings.
* Responsibilities included preparation of preliminary and detailed 2D drawings of various residential and commercial projects.

**PROFESSIONAL TRAINING**

##### One month training attended at Etihad Airways Head Office, Abu Dhabi, UAE for the transition of the ALMIRA process.

**PERSONAL DETAILS**

Date of Birth : 31st Oct 1993

Gender : Male

Nationality : Indian

Marital Status : Single

* Invoices being processed after accurate analysis. Invoices returns back to suppliers if provided with inadequate information.
* Regular communications conducted with stations and suppliers.
* Perform periodical closing procedures and closing related duties
* Payment vouchers provided to the suppliers upon requests
* Liaison with clients, Auditors, Bankers & other associates
* Performs other duties as described by the management.

