|  |  |
| --- | --- |
| CURRICULUM VITAE  **SANEESH**  (Assistant Accounts)  **CONTACT DETAILS PROFILE SUMMARY**  [saneesh-392551@2freemail.com](mailto:saneesh-392551@2freemail.com)  Results-oriented accountant with strong work ethic and over 3+ years of experience.  Team-oriented professional who prepares clear, Comprehensive financial reports for executive- level management.Seeking entry-level Accountant position with room for growth.  **EDUCATION COMPUTER EFFICIENCY**   * **Diploma in Indian & Foreign Accounting(London)**awarded by **IAB** in level- * **B.COM in Finance** 3,India.   (University of Calicut)  **BusinessCorrespondent&BusinessFacilitator**,awardedby**NSDC**,India. 2011-2013  Accounts Software: **TALLY ERA 9.0**, **PEACH TREE**, **QUICK BOOK.**  **AREAS OF EXCELLENCE**  **Package: WINGS,DIPOS,GDMS.**   * + **Package: MS-Office(Word, Excel, Power Point)** * Financial Reporting * Accounts **WORK EXPERIENCE**   Payable/Receivable   * Payment Processing **A.** COMPANY **: MCP MOTORS INDIAN Pvt.ltd** * Month End Reporting DESIGNATION **: Asst. Accountant** * Financial Statement DATE **: Nov 2017 - Jan 2019**   Preparation.  Preparing Financial documents such as invoices, bill and   * Inventory Count/Value accounts payable and receivable.   + Develop periodic reports for management.   **LINGUISTIC ABILITY**  Assist with month –end closing   * English ***B.*** COMPANY **: JOHNS BI-WHEELERS INDIAN Pvt.ltd** * Malayalam DESIGNATION **: Accountant**   DATE **: May 2016 - Oct 2017**   * Hindi  Receive payment by cash, cheques , credit card etc.   + Pay company bills by cash, voucher or checks   **HOBBIES**  Working with Spreadsheets, Sales and Purchase ledgers and Journal.   * Social Activities * Traveling **C.** COMPANY **: CREATIVE TOURS & TRAVEL INDIAN Pvt.ltd** * Football DESIGNATION **: Accountant**   DATE **: Nov 2015 – Apr 2016**   * + Calculate and send invoices to clients. | |
| **PERSONAL DETAILS**  Gender : Male  DOB : 30.04.1991  Marital Status : Single Nationality : Indian Religion : Islam Visa Status : Visit Visa Visa Expiry : 02-Aug-19 | * Maintain files and electronic records. * Process bills for payment.  1. COMPANY : **SALES TAX PRACTITIONER ( Vinod Associates)**   DESIGNATION **: Accountant Assistant**  DATE **: Dec 2013 - Aug 2015**   * + Create tax data collection systems.   + Complete required tax reporting in a timely manner.   + Research and correct process errors that caused incorrect tax filings. |



