

CONTACT

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OBJECTIVE

**T**o associate with the fast growing organization that gives me scope to update my knowledge and skills according to latest trends and to be a part of a team that dynamically works towards the growth of organization and gains satisfaction thereof.

PERSONAL INFORMAION

Nationality : Indian

Date of birth : 09-02-1993 Marital status : Single Current location : Dubai, UAE

**SAGIL**

# PROFILE SUMMERY

* **B.com** qualified Accountant with **Three years** of experience
* Expert in accounting software **Tally Erp-9**
* Advanced knowledge of **Microsoft Excel** and **word**

# WORK HISTORY

* **JOHNS HONDA THRISSUR ACCOUNTANT**

**01-02-2017 TO 08-02-2019 FOR 2 YEARS.**

* **DIAMOND HALL MARKET CENTER THRISSUR. ACCOUNTANT**

**FOR 6 MONTHS.**

* **SOPANAM HERITAGE GURUVAYUR. ACCOUNTANT**

**FOR 6 MONTHS.**

Analysis of monthly balance sheet accounts for corporate reporting



Compiled general ledger entries on a short schedule with nearly 100% accuracy

Handling monthly journal entries, accounts and various ledgers

Preparation of final accounts computerization accounts of almost all type of business organisation using tally 9.0

Preparation of cash book-purchase day book-sales day book- purchase return book-sales return book and other subsidiary books.

Managing monthly sales and market expenses Preparation of balance sheet

# ACADEMIC QUALIFICAION

BACHELOR DEGREE OF COMMERCE CORE SPECIALISATION: FINANCE



HIGHER SECONDARY EDUCATION, BOARD OF HSE KERALA

S.S.L.C. BOARD OF PUBLIC EXAMINATION

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Quick learner and attention to deal

Confidentiality and enthusiasm

Ability to work in a team

Trustworthiness and reliability

**Workaholic**

Hardwork Strategy Leadership Adaptability

Organisation

Peach tree Tally erp 9 Ms excel

Ms word

English Malayalam – Native

Tamil

Hindi

LANGUAGES

COMPUTER

PERSONAL SKILLS

STRENGTH

CERTIFICATIONS

DIPLOMA IN CORPORATE ACCOUNTS AND MANAGEMENT

# KEY SKILLS

Ability to work under pressure



Strong analytical and problem solving skills

Strong interpersonal and communication skills Organizational and Time management

Experience working with ERP like Tally and other customized

Accounting software

# EXTRA CURRICULAR ACTIVITIES

Worked as an enroller of the health card renewal programme held by Kerala government



Worked as an arts secretary at co operative college Thrissur