**SANJEEV**

**Email Id:** [**sanjeev-397736@gulfjobseeker.com**](mailto:sanjeev-397736@gulfjobseeker.com)

**APPLYING FOR THE POST OF ACCOUNTANT/DOCUMENT CONTROLLER**

**Career Objective:**

To pursue a career in management utilizing skills especially in Finance and Accounting

services.

**Work experience**

**From 2018 to 2020:**

**Designation: Accounts Assistant/Document controller**

**Roles & Responsibilities**

* Preparing Invoices for local and International market (Both in focus & Excel)
* Preparing all export LC documents & Cash against documents for bank submission
* Posting purchase entries in focus software (ie, material purchased from local and International market)
* Posting expenses of company in focus software
* Managing Petty cash
* Ensure all payments to suppliers, staff and other external parties
* Check monthly Bank reconciliation statement, resolved any differences in timely manner.
* Reconcile account payable transaction.
* Assisting Accounts Manager for preparing monthly VAT & Audit purposes.
* Assisting Logistics manager for preparing the below documents:
* Preparing Duty paid & Duty unpaid documents (ie, Invoice , packing list & Delivery Advise) for customs clearance purpose.
* Preparing Internal transfer documents (ie, Invoice, Packing list & TOO) for transferring material inside Free Zone
* Preparing all necessary documents for material exporting to international customers and arrange COO from Dubai Chamber of commerce if necessary.
* Arrange BOE for material collecting from Freezone and outside Freezone.

**From 2015 to 2018: Shree Shiva Engineering Constructions India Pvt LTD,Chennai,India**

**Designation: Accounts Assistant**

**Roles & Responsibilities**

* Books Keeping
* Cash maintenance
* Bank reconciliation statement
* Handling Bank Transaction
* Computing Employee Net Salary

**From 2013 to 2014: Hari Associates at Karunagapally, Kerala,India**

**Designation: Accounts Assistant**

**Roles & Responsibilities**

* Record maintaining/File maintaining
* Bank Reconciliation statement
* Other clerical Activities

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No | Course | University | Year of Passing Out |
| 01. | SSLC | Kerala Board | 2005 |
| 02. | Higher Secondary | Kerala Higher secondary Board | 2007 |
| 03. | B.Com | Kerala University | 2010 |
| 04. | M.Com | Madurai Kamraj University,TamilNadu | Doing |

**Software Skills**

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o FOCUS.

**Skill Enhancement**

1. Tally training in S.kumar’s centre for Accounting,Alappuzha ,kerala (1.5 years)
2. GST Training in A.John Morris

**Achievements**

Controlling Branch Accounts.

**Personal Details**

Date of Birth

Nationality

Sex

Maritial status

Languages Known

: 22nd June 1988

: Indian

: Male

: Single

: English,Malayalam,Hindi,Tamil

**Declaration**

I here by declare that all the information given above true and correct to the best of my knowledge and belief. If given an opportunity, I will work to the most satisfaction of my superiors and assure that I will become an asset to the organization.

**SANJEEV**