SUJITH

E-Mail: sujith.369761@2freemail.com

**Carrier Objective**

I intend to build a challenging and rewarding career with ample opportunities for growth in a competitive environment, which will help me to explore myself and inspire me to improve my potential.

**Academic Profile**

* Master of Business Administration (Finance & Marketing) from Rai Business School, Chennai, affiliated by EIILM University (2011 – 2013).
* Bachelor of Commerce from BAM College, Mallappally, affiliated by Mahatma Gandhi University, Kottayam, Kerala, India (2008 - 2011).
* H S C from N S S H School, Kunnamthanam, State Board of Kerala (2008).

**Experience Chronology**

**Data Tracks Services Limited –Chennai (India)(Since April 2013)**

Designated as **Senior Financial Executive** with the following responsibilities:

* Responsible for the interpretation and application of all relevant accounting guidance such as SEC regulations.
* Prepared and reviewed quarterly and annual financial statements including review of footnotes in accordance with SEC regulations and U.S. GAAP.
* Ability to maintain a high level of accuracy of preparing and entering financial information.
* Handling client queries through mail and phone.
* Coordination with various departments like: Business Development Department, Finance department.

**Computer proficiency**

* SAP FICO
* Package: M S Office/Excel
* Tally

**Industry exposure**

* **ORGANISATION:** Universal Sompo General Insurance Company, Chennai, India
* **DEPARTMENT:** Finance and Marketing
* **DUTIES AND RESPONSIBILITIES:** Maintaining the details of 3 tie up banks of the company, policy collection campaign.(As a part of academic project works).

**Competencies**

* Quick Observer
* Self-Confident and flexibility.
* Ability to work with in a team or as an individual.
* Confidence and willingness to learn new things

**Personal details**

Name : Sujith

Date of Birth & Age : 13.06.1991, Age :25 years

Nationality : Indian

Languages Known : English, Hindi, Malayalam & Tamil

Salary Expectation : Best in the industry.

Visa Status : Visit visa

Availability to join : Immediately

Driving License : India

**Declaration**

 I hereby declare that the above mentioned details are correct to the best of my knowledge.

Date:

Place: Dubai (Sujith S)