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# Sajith

[Sajith.382098@2freemail.com](mailto:Sajith.382098@2freemail.com)

Finance Professional with 8 years of experience in MIS, Bank A/c Management, AP/AR, Internal auditing, general accounting functions, Preparing financial Statements, office management & Accounts team leader. Seeking a long-term opportunity where my professional experience and abilities would be valuable to the growth of my employer and myself.

**CORE COMPETENCIES:**

* Skilled in all aspects of recording transactions, posting debits/credits, reconcile accounts P/L, Balance Sheet, Financial reporting, and ensuring accuracy and completeness of data.
* Possess skills in managing accounts receivables/payables, issue of sales invoice’s and payroll.
* Preparation of MIS reports and presenting the same to the management.
* Hands on Experience in TALLY 9 ERP (Also previous versions),Quick books, Syros...
* MS Excel, MS PowerPoint and MS Word skills.
* Good communication, interpersonal and analytical skills.

**AREAS OF EXPERTISE**:

|  |  |  |
| --- | --- | --- |
| * Account Reconciliation * Month-End-Closings * Statutory Obligations * PL/Balance Sheet | * Accounts Payable/Receivable * Cash Flow Management * Office Management | * Inventory Management * Internal Auditing * Payroll |

**PROFESSIONAL GRAPH**

**Reliable Transport Service WLL From May-2016 to Jan-2018**

Reliable Transport Service WLL, is a transportation company based on Doha Qatar.

**Position: Accountant**

**Job Profile:**

* Primary responsibility includes all accounting transactions of the firms up to finalization.
* Monitoring Daily Transactions, Receipts and Payments Bank Reconciliation and fund allotments’ to suppliers
* Invoice Preparation, Petty cash dealings, Data entry
* Preparation of P&L, Fund flow statements & All monthly reports
* Preparing MIS Reports - Monthly Expense Statements, Receivables & payables summary etc
* Processing Vendor and employee payments
* Managing and finalizing reconciliation of Inter-Company and Inter branch accounts
* Preparation of pay rolls
* Preparation and fulfilling all the statutory Obligation

**Middle East Group of Hotels, Dubai Sep 2013 – Feb 2016**

Leadig Hotel Group in Dubai having Hotels in Dubai, Abu Dhabi and Fujairah for more than 20 years.

**POSITION: ACCOUNTANT**

**Job Profile:**

* Primary responsibility includes all accounting transactions of the firms up to finalization.
* Monitoring Daily Transactions, Receipts and Payments Bank Reconciliation and fund allotments’ to suppliers.
* Reviewing and Submitting Monthly Balance Sheet/P&L/Financial Reports to the Management for decision making.
* Management of A/P–A/R, ageing analysis and follow-up regarding collections and payments, monitor and maintain the Company's Credit control policies for Receivables.
* Preparation of pay rolls
* Effectively Improved processes in relation to internal audits compliance.
* Monitoring Daily Sales, Purchase Transactions, Receipts and Payments Bank Reconciliation and fund allotments’ to suppliers
* Managing and finalizing reconciliation of Inter-Company and Inter branch accounts.
* Training New Staff / Junior Staff and allocation of assignments.
* Managing Interim and year end statutory audit including preparation of audit schedules as required by audit standards.
* Handling petty cash
* Preparation and fulfilling all the statutory Obligation
* Preparing MIS Reports - Monthly Expense Statements, Receivables & payables summary etc.,
* Processing Vendor and employee payments

**REGANT LAKE PALACE, Kollam, India Jan 2012 – Aug 2013**

Leading Hotel in kerala part of Madathil Group.

**POSITION: ACCOUNTANT**

**Job Profile:**

* Primary responsibility includes managing Cash flow and all accounting transactions of the firms up to finalization.
* Monitoring Daily Sales, Purchase Transactions, Receipts and Payments Bank Reconciliation and fund allotments’ to suppliers.
* Reviewing and Submitting Monthly Balance Sheet/P&L/Financial Reports to the Management for decision making.
* Responsible for preparing Monthly Cash Flow, forecasting monthly/quarterly/half yearly cash flow requirements.
* Management of A/P–A/R (Local/Interstate), ageing analysis and follow-up regarding collections and payments, monitor and maintain the Company's Credit control policies for Receivables.
* Preparing and distributing internal reports related to Cash Flow, Inventory at multiple warehouses etc to Management to facilitate decision making.
* Authorizing of Sale’s invoices, Debit Notes/Credit Notes.
* Managing and finalizing reconciliation of Inter-Company and Inter branch accounts.
* Training New Staff / Junior Staff and allocation of assignments.
* Managing Interim and year end statutory audit including preparation of audit schedules as required by audit standards.
* Effectively Improved processes in relation to internal audits compliance.
* Preparation and fulfilling all the statutory Obligation as VAT, Service Tax, TDS, EPF, ESIC, Labour Office, Corporation D&O License – Remittance, Returns and renewal etc.

**BILFINGER NEO STRUCTO PVT LTD, India Aug 2009 – Dec 11**

Leading international engineering & services group headquartered in Mannheim Germany. With comprehensive technological expertise and the experience of 70000 employees all over the world.

**POSITION: JUNIOR ACCOUNTANT**

**Job Profile:**

* Management of Accounting/Book keeping functions accounts Reconciliation & month-end MIS reporting.
* Monitoring of Accounts Receivables in co-ordination with finance manager and maintain the Company's Credit control policies for Receivables.
* General ledger postings, debtors/creditors, bank reconciliations.
* Preparing of bills, journal entries, purchase orders, & maintaining related logs & records.
* Preparing Receipts/Payment Vouchers, Cheques.
* Preparing MIS Reports - Monthly Expense Statements, Receivables & payables summary etc.,
* Processing Vendor and employee payments.
* Composing letters & maintaining In-Out Correspondence.

**EDUCATIONAL QUALIFICATION**

**(2009 - 2011) MG University** – **Master of Commerce (Finance)**

Subjects Included: Management Accounting, Costing Accounting, Statistics, Business Management, Banking & Company Law.

**IT SKILLS**

* MS Excel, MS PowerPoint and MS Word skills, with particular focus on the advanced features of spreadsheets.
* Experienced in Tally 9 ERP, QuickBooks, IDS, Hosnet & Syros.

**PERSONAL VITAE**

**Languages Known: English, Hindi and Malayalam**

**Date of Birth: 30th May 1988**

**Marital Status: Single**