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| CURRICULUM VITAE**SANEESH** (Assistant Accounts)**CONTACT DETAILS PROFILE SUMMARY** 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.
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| **PERSONAL DETAILS**Gender : MaleDOB : 30.04.1991Marital 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.
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