**

**SREEJITH**

**Dubai, U.A.E**

**Email:** **sreejith-396797@gulfjobseeker.com**

**OVERVIEW**

A resourceful and result-oriented individual with keen interest to further a challenging career in the field of Hotel Industry or Multinational Construction &Engineering firms, Seeking a promising position that offers both a challenge and a good opportunity for growth and to upgrade skills to serve the company better.

**KEY STRENGTH**

My commitment to my work is my success. Striving for perfection has always motivated me in achieving my goals. My skill involves problem solving abilities, willingness to learn, makes and meets commitments, innovative and team player.

**PERSONAL PROFILE**

Accounting and Payroll professionalwith more than 6 years of experience inTelecom Industry ,Non Bnaking and Multinational Construction and Engineering firms.My last experience is with Reliance Industries, a multibillion dollar prestigious Telecom Project in india.

**Operating Systems :** DOS Windows (3.x/9.x/NT/2000/XP/2003, XP)

**Software Knowledge** : Tally, Peach tree, Quick book, SAP, E-mail

**Office applications :** MS Office – Word, Excel,

PROFESSIONAL EXPERIENCE

**manufacturing company in sharjah, u.a.e.**

**Position: Accountant&AdministrationOctober, 2015 - Till Date.**

**Company Profile**:A Leading Manufacturer and internationally qualified export products and ready made garments and apparels in bulk quantities catering to whims of its prestigious list of clients.

 [Approx annual turnover of over AED. 200Million.]

**Duties & Responsibilities:-**

Responsible for day to day finance and accounts operations

Handle full spectrum of financial and cost accounting role eg. AR, AP, GL, forecasting, budgeting

Responsible for timely monthly consolidated financial statements, payments, cash-flow management

Audit day to day accounts transactions

Prepare account statements

Payroll administration and timekeeping(w.p.s)

Preparing wages and processing expenses claims, if dealing with payroll

An interface between account profile and management often bringing to notice the status of sales and expenditure.

Responsible for dealing with different bank accounts

**relianceindustries, kerala, india**

**Position: Financial ConsultantMarch, 2013 – September 2015,**

**Company Profile**:A Leading Telecommunication company.[Approx annual turnover of overRs.100000 crores ]

**Duties & Responsibilities:-**

Audit day to day accounts transactions

Prepare account statements

Maintain various account registers and ledgers

Processing sales invoices, receipts and payments

Payroll administration and timekeeping

Preparing wages and processing expenses claims, if dealing with payroll

An interface between account profile and management often bringing to notice the status of sales and expenditure.

Responsible for dealing with different bank accounts

**s.t.p associates**

**Position: Accounts Assistant October, 2011 – January, 2013**

**Company Profile:**S.T.P Associates is a professional services firm delivering integrated financial advisory, auditing and accounting capabilities to help clients succeed professionally and personally.

**Duties & Responsibilities:-**

Payroll administration and timekeeping

Preparing wages and processing expenses claims, if dealing with payroll

Ensure that the company’s payroll processing and accounting for the designated areas of responsibility is performed within agreed timeframes, whilst complying with generally accepted accounting standards, statutory requirements and, where applicable, company’s guidelines.

Ensure that the employees are paid on time and that their paychecks are accurate. If inaccuracies occur, such as monetary errors or incorrect entries of vacation time, analyse and correct the records.

Check timesheets and enter data into the payroll system and do fast crook checking and forward to accounts department.

**manappuram group**

**Position: Accounts AssistantOctober, 2010 - September, 2011**

**Company Profile**:Manappuram Finance Ltd or MAFIL is a non-banking financial company situated in Valapad, Thrissur,– [Approx annual turnover of over Rs. 11600 crores]

**Duties & Responsibilities:-**

Audit day to day accounts transactions

Handle the money transactions

Responsible for dealing with different bank accounts

Convene stock audits

Prepare account statements

Maintain various account registers and ledgers

Payroll administration and timekeeping

Prepare final accounts, such as profit and loss accounts and balance sheets.

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| EDUCATION | * **Master of Commerce. (M.Com)**
* **Master of BusinessAdministration. (M.B.A)**
* **Bachelor of Commerce. (B.Com)**
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|  | * Nationality : Indian.
* Date of Birth : 5th May 1988
* Language Skills : English, Hindi, Malayalam,
* Marital status : Married
* Visa Status : Work Visa
* Driving License : India
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| PERSONAL DATA |
| REFERENCE | Available upon request |
| DECLARATION  | I DO HEREBY DECLARE THAT THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGEPlace SharjahDate 25/01/2020**SREEJITH**  |