

SAJARUDEEN A.M

ACCOUNTANT WITH 1 YEAR REAL TIME EXPERIENCE

Objective

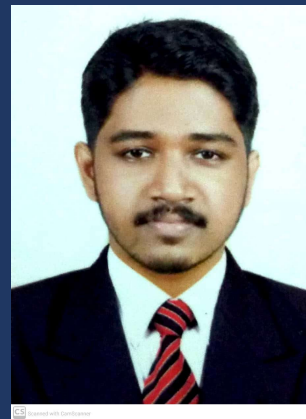
To pursue a challenging career in accounting field in a well reputed organization, where I can contribute and develop my skills and expertise in accounting towards the organization and its growth.

Experience

- Thrissur, IIA Kerala
- Handling all kind of administrative works including Day to day bookkeeping.

Duties

- Recording of different vouchers, setting up chart of accounts and general ledgers.
- Document supporting and source data of financial transactions including quotations, invoices and delivery notes by entering account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, cash flow statement and other reports.
- Managing and Reconciliation of accounts payables, receivables, banks, owner's current a/c and related party accounts.
- Handling employee payroll and benefits including WPS, end of service benefit, gratuity, leave salary etc.
- Secures financial information by completing data base backups.
- Adhere to statutory compliances with regard to GCC VAT including managing the timely filing of returns.
- Associate Tax related works, ensuring compliance with payment, reporting and other related works.
- Manage month-end and year end closing procedures including adjustment entries.
- Account accruals, deferrals, prepayments and provisions including calculation and recording of bad debts.
- Inventory management including maintenance of registers and timely records of stock in and out.



Contact Details

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Highlights

- Accounting Vouchers
- Account payables and receivables
- Bank Reconciliation
- Inventory Management
- Payroll & Employee Benefits
- Documentation and Filing
- Chart of accounts
- Closing procedures
- Financial Statements
- GCC VAT Filing

Languages

- English (Fluent)
- Malayalam (Native)

- Summaries the financial data and prepare consolidated statements and MIS reports.
- Calculate, prepare and post entries pertaining to amortization of fictitious assets.
- Correspondence with clients, suppliers, bankers and other related parties.
- Contributes to team effort by accomplishing related results as needed.

Qualification

- Diploma in corporate Accounting and Taxation (IIA, Kerala)
- Bachelor of Computer Application(BCA) from University of Calicut.

Personal Skills and Strength

- Team player
- Quick learner
- Work under pressure
- Self motivator
- Time Management

IT & Technical skills

- Tally ERP9 and Tally Prime
- Peachtree
- MS Excel
- Confident to do any accounting software

Personal Profile

Date of Birth	: 20 th January 1999
Nationality	: Indian
Marital Status	: Single
Availability to Join	: Immediately
visa status	: visit visa