

FOR THE POST OF ACCOUNTANT

Sunilmon K. Somanathan

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Sharjah



Career Objective

Intends to build a career with leading corporate house. Willing to work as a key player in a challenging and creative environment.

Work Experience

12 YEARS PROFESSIONAL EXPERIENCE IN K.S.A.

Worked with **National Factory for Glass Bottles, Riyadh, Saudi Arabia**- A joint stock Company with Paid up capital 329 Million- as an Accountant since Nov 2008 till Oct-2020 (Total 12+years)

Designation: Accountant

Major areas are:

- + Oracle ERP AP, AR, FA, Payroll and G/L module.
- + Finalizing Accounts.
- + Prepare & submitting VAT
- + Part of Oracle ERP Development.
- + Import & Export accounting & VAT accounting
- + Prepare & submitting WHT
- + Inventory Module verification.
- + Making Provisions.
- + Day-today entries.
- + Reconciliation of Bank, Cash Book & Branch Accounts.
- + L/C Preparation.
- + Ledger scrutiny and follow up with the debtors/ creditors.
- + Physical Store Verification.
- + Supplier payment & reconciliation.
- + Salary Verification, entry & Payment.

Experience in India

Tunersedge, Kerala India- A Car Accessories Company as an Accountant since Nov-2020 to Dec-2021 (1 year)

Major areas are:

- + Accounting with Tally-Prime
- + Finalizing the accounts.
- + Day-today entries

- ✚ Reconciliation of Bank, Cash Book.
- ✚ Sales Tax (GST).
- ✚ Ledger scrutiny and follow up with the debtors / creditors.
- ✚ Handling cash book.
- ✚ Store control.

BIGSHARE SERVICES PVT. LTD., Mumbai- IPO, Share and dividend issue center as an Accountant since Jan 2007 to Oct-2008. (Nearly 2 years)

Major ares are:

- ✚ Accounting with Tally-9
- ✚ Assisting chief accountant to finalizing the accounts.
- ✚ Assisting the seniors in the day-today activities.
- ✚ Reconciliation of Bank, Cash Book & Branch Accounts.
- ✚ Statutory payments like TDS, Service tax, etc.
- ✚ Ledger scrutiny and follow up with the debtors / creditors.
- ✚ Preparing Monthly R & T and Postage Bill.
- ✚ Handling petty cash book.
- ✚ Writing books of accounts.

Hindustan Diggers- As an Accountant and Stores handling since May 2003 to Dec-2005

I.T.Dreams (Computer Hardware Shop)- As an Accountant with Stores handling since July-2020 to Mar-2003

Education:

Bachelor of Commerce from M.G University, Kottayam 1999.

Computer Proficiency / Skill:

- PGDCA
- Tally
- Oracle ERP

Personal Profile:

Date of Birth : 30th May 1979.
 Marital Status : Married
 Sex : Male
 Nationality : Indian
 Languages known : English, Hindi, Malayalam, Kannada.

Visa status : On 3 months visit visa and available to join immediately

Sunilmon K.S