

SHAROOKH. S



Contact

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0526824793

INDIAN

Personal Details

Date of Birth : 12/7/1999

Marital Status : SINGLE

Nationality : INDIAN

Passport : U5187062

Gender : MALE

Skills

Standards of accounting 100%

General business knowledge 100%

Software proficiency 100%

Data analysis 100%

Effective communication 100%

Languages

English

Hindi

Tamil

Malayalam

OBJECTIVE

Highly motivated and organized accounting assistant looking for a fast-paced entry-level position where I can contribute my experience with financial analysis and developing efficient systems. Detail-oriented accounting assistant seeking an entry-level position where I can apply my experience with preparing balance sheets, financial statements and accounting reports. Seeking an accounting assistant role with Edison Accounting Firm where I will contribute my keen attention to detail, math skills and data entry skills and my experience with industry-standard software.

EXPERIENCE

VINAYAKA IRON TRADERS

12/5/2022

Accountant

Accounts Section

1/11/2022

Assist in the monthly close process to ensure timely and accurate retail financial statements.

Drive monthly expense cut-off, reconcile general ledger activity and balances.

Prepare/ post general ledger journal entries, ensuring that all entries have appropriate and adequate supporting documentation.

Drive cross-functional issues to resolution. Evaluate lease contracts for proper accounting treatment and ensure proper lease administration.

Perform monthly rent analysis; prepare related accruals including percentage rent calculations.

Develop quarterly rent forecasts.

Perform and deliver expense variance analysis.

Prepare financial reporting packages and supporting schedules.

Provide retail-wide general ledger support.

Handle internal and external audit requests.

Proactively identify potential process and internal control improvements.

Develop a continuous level of proficiency with all financial and information systems utilized in the role.

Comply with internal controls to protect the assets of the company.

Perform special projects to support the growth of retail business

EDUCATION

Calicut University

2019-2022

BBA

60%

NIOS

2017-2019

Plus two

65%

Calicut University

2016

SSLC

69%