

SANOJ POOZHITHARA

Dubai – United Arab Emirates

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Visa Status: Visit Visa (Valid till 10-01-2022)



CAREER OBJECTIVE

An accountant who has overall experience of **Eleven years** in Accounts, VAT & Audit seeks suitable position from reputed organizations. To be a part of a reputed financial institution wherein I can leverage my knowledge in Accounting and VAT and to grow further within the organizations verticals.

CORE COMPETENCIES

- Filing monthly VAT returns.
- Expertise in Audit Preparation of Yearly Financials in Audit Format & Submitting to Auditors for Auditing.
- Experienced Data Entry in Tally ERP.9, ZOHO Books & MS Office.

SKILLS

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|---------------|--------------|-------------------|
| ▪ Accounting | ▪ MS – Excel | ▪ Reconciliation |
| ▪ Tally ERP 9 | ▪ ZOHO Books | ▪ Auditing |
| ▪ VAT | ▪ Leadership | ▪ Personal skills |

WORKING ORGANIZATIONS

Organization : SD INTERNATIONAL DWC LLC

December 2017 to June 2020

Dubai World central, Business Park, Dubai South,
Dubai, U.A.E

Designation : Senior Accountant

- Quarterly VAT Filing.
- Reporting Monthly Debtor's & Creditor's Outstanding Details to Managing Director.
- Managing of Collection & Payments.
- Bank Reconciliation.
- Managing & Handling of Petty Cash.
- Data Entry.

Organization : **MANGADAN TRADERS**, Kerala, India
Jan 2015 to Sep 2017

Designation : **Accounts Manager**

- Bank Reconciliation.
 - KVAT Monthly Online Return Filing.
 - KVAT Annual Return & Stock Filing.
 - Reporting up-to-date Debtor's & Creditor's Outstanding Details.
 - Maintenance of Fixed Asset Register.
 - Inventory Reconciliation.
 - Point of Contact for all Audit Related Queries.
 - Liaising with Tax Departments.
 - Liaising with Auditors.
 - Data Entry.
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Organization : **SABOO TECH POLYMERS** Oct' 2011 to Dec'2014

Designation : **Accountant**

- Handled end to end Accounting Functions.
 - Monthly Finalization of Accounts.
 - Debtor's and Creditor's reconciliation.
 - Bank Reconciliation.
 - Filing Monthly VAT returns.
 - Handling of Petty Cash
 - Data Entry
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Organization : **P.P.K.K & Associates** Chartered Accountants
Calicut, Kerala, India.

April 2010 to September 2011

Designation : **Audit Assistant**

- Internal and external audits, review of ERP systems prior implementation, setting up of accounting systems and designing internal controls for various client organizations.
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Organization : **I C I C I Bank, Kerala - INDIA**

Designation : **Business Development Executive**

Period : April 2009 to December 2009

- Deliver the target business, market-share expansion and increased customer base by sourcing new customers to bank.

- Product sourcing NRI & NRO Accounts.
- To work closely with marketing to monitor the competitors activities in the market.
- Identify, investigate and resolve customer service problems in co-ordinations with operation department.
- Ensure documents validity.

EDUCATIONAL QUALIFICATION

Bachelor of Commerce 2008 (Calicut University, India)

PERSONAL DETAILS

- Date of birth : 26th December 1984
- Nationality : Indian
- Marital Status : Married
- Languages known : English & Malayalam.
- **Covid-19 Vaccine Status : Vaccinated**
- **UAE Driving License No : 4009694 (Valid)**