



SIRAJ C

GENERAL ACCOUNTS & ADMIN

MY CONTACT

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📍 Umm Al Quwain, UAE

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HARD SKILL

- ❖ FINANCE & ACCOUNTING
- ❖ VAT FILING
- ❖ PETTY CASH HANDLING
- ❖ PURCHASE
- ❖ STORE KEEPING
- ❖ ADMINISTRATION POLICIES
- ❖ PUBLIC RELATED

TECHNICAL KNOWLEDGE

- ❖ TALLY ERP - 9
- ❖ WINDOWS & MS - OFFICE
- ❖ MS - EXCEL

EDUCATION BACKGROUND

- BACHELOR IN COMMERCE (B.COM)
FINANCE & BUSINESS ADMINISTRATION
NATIONAL COLLEGE, INDIA (2015)
- HIGHER EDUCATION (+2 LEVEL)
KERALA STATE BOARD OF EXAMINATION
INDIA (2012)
- HIGH SCHOOL EDUCATION (10th LEVEL)
KERALA STATE BOARD OF EXAMINATION
INDIA (2010)

LANGUAGES

- MALAYALAM
- HINDI
- TAMIL
- ENGLISH

ABOUT ME

Seeking a challenging position in the field of Accounts/Admin/Purchase/Store with esteemed organization Enhancing myself in my work field where the past experience can be brought into an effective use, and looking forward to more exciting and challenging career, as well to increase my both personal and technical skills and fulfill the request for knowledge with a reputed organization.

PROFESSIONAL EXPERIENCE

STAR PACK PACKAGING LLC,UAQ ,UAE GENERAL ACCOUNTANT & ADMIN (FEB 2021 to PRESENT)

Key responsibilities:

- Performed bookkeeping at daily basis (Accounts receivable, Accounts Payable, wages & petty cash)
- Vat filing
- Managed financial work manual & computerized (Follow up of invoices, Purchase order and sales order, collection and deposits)
- Record day to day transactions & Filing
- Prepared reports about sales, purchase, payments, collections
- Assisting public related tasks, Visa processing, License renewal, Visa cancellation
- Develops purchasing strategy, Review and process of purchase orders
- Maintaining stock report
- Reconciliation (Bank, Debtors, Creditors - Accounts)
- Preparing and providing required documents for audit team
- Performed general office duties and administrative task
- Dealing with queries on the phone and by email
- Arranging - Travel, Accommodation, Medical, Post, Deliveries

PUBLIC WORK DEPARTMENT CONSTRUCTION CO. ASSISTANT ACCOUNTANT (2017 to 2021)

Key responsibilities:

- Records day to day financial activity
- Assisting govt staff to maintaining bill making and measuring
- Prepared monthly reports of expenses
- providing required documents for audit team

VARNAM PAINTS, KERALA, INDIA ASSISTANT ACCOUNTANT CUM SALES MAN (2015 to 2017)

Key responsibilities:

- Assisting senior accountant
- Recording day today transactions
- Performed as good sales man