

Sajini P

(CMA Inter,

4 Yrs Work Experience)

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OBJECTIVE

To work with a dynamic and reputed organization that offers versatile opportunities for comprehensive career building and skills development by serving in a professional work environment.

EDUCATION

Professional Education

AUGUST 2017	CMA Intermediate (Cost and Management Accountancy) <i>Institute of Cost and Management Accountants</i>	CMA - INDIA
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Academic Education

MARCH 2014	Bachelor of Commerce (B COM Finance) <i>UNIVERSITY OF CALICUT</i>	INDIA
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PROFESSIONAL EXPERIENCE

Keltron Electro Ceramics Limited, Kuttippuram, Kerala, India

Deputy Finance Officer - (Jan 2021 to Current)

Duties and Responsibilities:

- Payment and accounting of suppliers account.
- Preparation of Fixed Assets schedule
- Bank reconciliation Statement
- Compliance of statutory payments
- GST Return filing, GST ledger Reconciliation
- Preparation of Work In Progress Schedule
- Accounting of financial transactions into software

Happy Poly Processors, Thirunavaya, Malappuram, Kerala, India

Accountant - (Jan 2020 to Dec 2020)

Duties and Responsibilities:

- Accounting financial transactions
- Preparation of final Accounts

- Tax Compliance (GST, Income Tax)
- Preparation of Cost statement
- Physical inventory verification
- Bank Reconciliation Statement

Transcend Accounting and Book keeping, Dubai, UAE

Accountant (Cum Junior Auditor)-(Sept 2018 to Nov2019)

Duties and Responsibilities:

- Vat Registration, Return File and VAT Audit, Internal Audit
- Post day to day transactions from source documents and information to Accounting System
- Looking all the Account Till Accounts Finalization
- Bookkeeping and accounting for multiple clients to maintain proper accounting Records.
- Verify, allocate, post and reconcile accounts payable and receivable
- Bank and Cash Reconciliation
- Analyze financial information and summarize financial status
- Financial reporting and Presentation for Clients
- Provide Tally Accounting software training

Thayyil Traders,Puthanathani, Malappuram,Kerala,India

Accountant – (July 2017 to June 2018)

Duties and Responsibilities:

- Preparation of financial statement
- Accounts Payable and Accounts Receivables Management
- Bank Reconciliation Statement
- Tax Return for audit
- Customers and Suppliers Management
- Physical stock verification

HDFC Bank (Officer-Loan)- (Feb 2017 to June 2017)

Duties and Responsibilities:

- Preparing arrangements for Loan application and disbursement process
- CRM , MIS Preparation for management
- Loan tracking and analyzing credit worthiness of customers
- Procedure for Account opening

PSU Govt Of Kerala, India (Accounts Assistant- Internship)- (Aug 2016 to Feb 2017)

Duties and Responsibilities:

- Preparation of Annual Financial Statement(AFS)
- Petty cash handling, Salary sheet preparation, leave salary, gratuity and final preparation of salary sheet and maintaining of employee record.
- Debtors and Creditors ledger Management

- Analyzes and reviews overall general ledger and expense payable systems.
- Tax compliance and maintaining Tax Record
- Bank Reconciliations (BRS) and Current Accounts Reconciliations
- Handle the salary sheet process and review payroll validation i.e. loan/advanced deduction
- Complete control on cash and bank transaction and Utilities Bills Recording

PROFESSIONAL SKILLS

<i>Computer Skills</i>	Advance Knowledge of Microsoft Office Experience and Knowledge in Computerized Accounting Software's (Peachtree, Tally ERP, Xero)
<i>Taxation</i>	UAE Vat, GST India, Income Tax
<i>Knowledge</i>	Calculation of earnings and tax for individuals and corporate clients Quite knowledge in UAE VAT and various forms ,Preparation and analysis of tax return documents
<i>Team Work & Leadership</i>	Can work in small teams taking on variety of roles. Can handle Accounts, finance.
<i>Areas of Expertise</i>	Worked as a VAT Auditor for Trading, Logistics, Manufacturing, Interior & Fit out,Construction, Landscaping, Real Estate, Manpower supply Etc Companies Involved as Junior Internal Auditor in an Experienced team Dealt with accounts of Trading, Manufacturing, Logistics, Interior& Fit out, Construction, Landscaping, Real Estate, Manpower supply Etc Companies(Prepared financials of the same)

PERSONAL DATA

<i>Nationality</i>	<i>Indian</i>
<i>Religion</i>	<i>Hindu</i>
<i>Date of Birth</i>	<i>03/12/1993</i>
<i>Marital Status</i>	<i>Married</i>
<i>Languages Known</i>	<i>English, Hindi and Malayalam</i>
<i>Passport No.</i>	<i>R2265171</i>

REFERENCE

References will be furnished on request.