



SREEJITH MS

Accountant

I am a highly motivated Accountant with 8 years of experience in the accounting field. My areas of expertise are record keeping, accounts payable, accounts receivable, financial reporting. I possess a bachelor's degree in Commerce and am an expert in accounting software.

Contact

Phone

0524261223

Email

Sreejithpdm369@gmail.com

Address

Building number: 369,

Near Medina mall,

Bur Dubai, UAE

Education

2006 - 2008**Degree**

B.com From University of Kerala

IT Education

Tally9.0 ERP

Zoho books

Decease

Quick book

Peachtree Accounting

Microsoft Word& Excel

Work Experience

Feb 2022 -till working

Company Name: Business corporate service, Dubai, UAE

Accountant

- Recording and filing cash transactions.
- Invoice processing and filling
- maintain manage and day today transaction
- Coordinate with sales team in collecting customer balances
- Prepare various financial statements and records periodically

March 2018 - November 2021

Company Name: Hotel Kartika Residency, Kerala, INDIA

Accountant

- To manage the overall Hotel operation.
- To maintain the periodical renewal of all licenses and Official documents
- Kept and maintained salary statements, and store documents.
- Preparation of monthly purchase& sales Register
- Preparation of Final Accounts& Bank Reconciliation Statements.
- Submit of monthly Tax return.

Skills

Leadership

Time Management

Team Coordination

Problem Solving

Hardworking

Language

English

Malayalam

Passport & Visa Details

Passport No U7559892

Date of expiry 22-07-2031

Visa status - visiting

Visa expiry - 10-11-2022

August 2014 - October 2017

Company Name: Fruits & Ice cream shop Ernakulam, Kerala, INDIA

Store manager

- To preparing promotional materials and display
- Preparation of stock register and monthly Stock Report
- To maintaining statistical and financial records.
- dealing with customer queries and complaint

April 2012 - April 2014

Company Name: AVG motors Ltd, Kerala, INDIA

Cashier cum Accountant

- Petty Cash & Main cash Dealing.
- Follow up for monthly invoices related to suppliers.
- Preparation of Customers Invoices and Delivery Notes, Settlement.
- Kept and maintained statements, ledgers, vouchers, and other documents
- Submitted monthly receivables and payables report

Declaration

I Sreejith Ms hereby declare that all the statements made in the above resume are correct to the best of my knowledge and belief.

Date:

Your Faithfully,

Place:

Sreejith Ms

SREEJITH MS

ROLLA STREET, NEAR BURDUBAI, UAE,0524261223

TO

HR MANAGER

Dear Respected Madam/sir,

I am writing to express my sincere interest in the position of Accountant in your reputed Company. I am a highly motivated Accountant with 8years of experience in the accounting field. My areas of expertise are record keeping, accounts payable, accounts receivable, financial reporting. I possess a bachelor's degree in Commerce and am an expert in accounting software. I am also proficient in TALLY&ZOHO BOOK. Given my experience, I am confident that I would be able to hit the ground running as an Accountant on your team. Thank you in advance for your considerations.

Sincerely,

**SREEJITH MS
KERALA**