



SANIL KUMAR. S
ACCOUNTS ASSISTANT
SHARJAH, UAE

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Email: sankumarppy@gmail.com

Professional Summery

Date of birth: 01/05/1988
Passport No : S5824742
Nationality : Indian
Marital Status : Married
Language knowledge:
English, Hindi, Malayalam.
Hobbies : Hearing Music,
Playing TT

Result oriented accounts professional with providing financial insights to the company by analyzing the new trends and to make cost –effective balance sheet to grasp more profits on the books of accounts. I have proven my consistency and effective delivery in my past companies to enhance their accounting services of the company.

EMPLOYEMENT HISTORY

BHM TRADERS, MALE MALDIVES

ACCOUNTS ASSISTANT (From SEP 2016 – AUG 2020)

Achievements :

- *Ability to work as sole or in team*
- *Ability to work efficiently and attentive to the subject.*
- *Ability to efficiently adapt to a changing environment*
- *Willingness to learn and contribute to the growth of the organization*

- Providing administrative support to the accounts manager by undertaking tasks like book keeping, documentation.
- Bank reconciliation, controlling credit details, invoicing, payments, Ledger entries in Dynamics NAV software.
- Providing financial information to management.
- Processing GST payments and returns.
- Preparations of TT and daily routine accounting works
- Assisting all accounts daily works.

Personal attributes & skills

- **Goal Oriented**
- **Positive attitude, quick learner.**
- **Punctual & Honest**
- **Good communication**
- **Team work**
- **Problem solving**
- **Ability to work under pressure**

RR DONELLY & SONS, TECHNOPARK, TRIVANDRUM, KERALA, INDIA

FINANCIAL ASSOCIATE (From FEB 2014 –NOV 2015)

- Analysis of Financial statements prospectus of US companies and working in SEC reporting.
- Mapping and tagging of financial statements based on US-GAAP taxonomy.
- Preparing XBRL documents to filing quarterly report (Form 10-Q) and annually.
- Quality checking of financial statements.

APTARA LEARNING PVT LTD, TECHNOPARK, TRIVANDRUM, KERALA, INDIA

PROOF READER (2011-2013)

SOFTWARE USED

- Tally, Edger online, Microsoft Dynamics NAV (6 months)

Educational Qualification

2013	M.COM FINANCE, KERALA UNIVERSITY, TRIVANDRUM, KERALA, INDIA
2008	B.COM TAXATION LAW AND PRACTICE, CO OPERATION (2011), SNC CHATHANOOR, KOLLAM, KERALA, INDIA.
2005	HSE , AMRITHA SANSKRIT HIGHER SECONDERY SCHOOL - KOLLAM, KERALA, INDIA.
2003	SSLC , AMRITHA SANSKRIT HIGHER SECONDERY SCHOOL - KOLLAM, KERALA, INDIA.

Declaration

I hereby declare that all above particulars are true and correct to the best of my knowledge and belief

Sharjah

Date: 29-11-2021

SANIL KUMAR. S