



SOORAJ V SAJU

soorajsaju03@gmail.com

+971581213630

White Building Flat No 203 Satwa Dubai P.O Box: 24557

OBJECTIVE

To work with an organisation of distinction this recognizes my true potential and provides me sufficient avenues for professional growth through nurturing my skills and competencies

EDUCATION

DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT

2019

VIDYA BHARATI COLLEGE SOUTH KALAMASSERY
75

BCOM

2016

ANNAMALAI UNIVERSITY
68

HSC

2013

ST MARYS HSS SCHOOL PATTOM TRIVANDRUM
75

SSC

2011

MARY GIRI SCHOOL KUDAPPANAKUNNU
75

PROJECTS

ACCOUNTS TRAINEE INTERNSHIP

Worked as Accounts Trainer in Globesta Auditors and Accountants (10/8/2017 - 10/11/17)
Worked as a Accounts Trainer in GTECH Computer Education (23/03/16 – 08/10/16)
Worked as a Accounts Trainee in Manvish Academy (25-5-15 – 06-6-15)

PERSONAL DETAILS

Date of Birth : 29081994

Marital Status : SINGLE

Nationality : INDIAN

SKILLS

TALLY MS OFFICE COMMUNICATION SKILLS HARD WORKING QUICKBOOK PEACH TREE AND SAP

EXPERIENCE

ACCOUNTANT

JAN 2023 - JULY 2023

SPACE SIGN

Worked as an Accountant

ACCOUNTANT

Dec 2021 - Dec 2022

JEY MOTORS

Worked as an Accountant

ACCOUNTANT

Nov 2020 - Nov 2021

REDWOODS AUTOMATION

Worked as an accountant

ACCOUNTANT

Apr 2019 - Oct 2020

PIKVAN CONSULTING SOLUTIONS

Worked as an accountant

ACCOUNTANT

Dec 2017 - Feb 2019

KERALA BUILDERS

Worked as an Accountant

ACTIVITIES

Read Books, Watch Tv

LANGUAGES

ENGLISH , HINDI , TAMIL, GERMAN, MALAYALAM

INTERESTS

TRAVELLING , SPORTS, LISTEN AND SING SONGS

STAMP COLLECTION

Religion : CHRISTIAN
Passport : U8428115 (DOE- 04/01/2031)
Gender : MALE
Place : DUBAI

ROLES AND RESPONSIBILITIES

1. Handle Monthly , Quarterly and Annual Closings
2. Manage BRS
3. Daily Bank statement updation in Tally
- 4 .Prepare Quotation , Delivery Notes, Purchase Orders and Invoices
5. Manage Petty Cash
- 6 Prepare Gst filing and ITR Filing
- 7.Cordination With Banker for Fund Transfer, Payroll Salary Card etc
8. Monthly Stock Verification and Variance Analysis
9. Maintain Account Receivable Account by preparing outstanding and aging reports and follow up with marketing team and customers for timely payments.
10. Fixed asset accounting , physical verification , depreciation calculation
11. Process payments by verifying documentation for reimbursement of expenses.

DECLARATION

I hereby declare that every information in this resume is true, complete, and correct to the best of my knowledge and belief.

Sooraj V Saju