



SUNEESH .C

ACCOUNTS EXECUTIVE

CONTACT

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SNAPSHOT

Tally ERP 9

Accounts Receivable Management

Inventory Management

Asset tracking and reconciliation

Handling Accounts Payable

Experience in Ledger reconciliation

Transaction Processing

Experience in Bank Reconciliation

Mobile Point of Sales System

Finalization

Knowledge of Goods & Services Tax

Knowledge of TDS

Knowledge of GCC VAT

Familiar with Microsoft Word, Excel

& PowerPoint

Invoicing & Payments

Ability to manage rush at the cash-

counter

VLOOKUP & Pivot Table

EDUCATION

Master of Commerce

Calicut University

Bachelor of Commerce

Calicut University

IT SKILLS

Tally ERP.9

Microsoft Word (2007 & 2013)

Microsoft Excel (2007 & 2013)

Microsoft Outlook (2007)

Microsoft Power Point (2007&2013)

Citrix Receiver (ORION) ERP

RESUME OBJECTIVE

Accounts Executive with M.com, 5.7 years related work experience .Seeking employment as an Accounts Executive in a reputed organization.

EXPERIENCE

ACCOUNTS ASSISTANT

HARMAN MIDDLE EAST (A Wholly-Owned Subsidiary of Samsung Electronics), UAE /Feb2017-Jan2018

- Handling cash counter in software. Handling petty cash & main cash.
- Sales invoice generation, scanning goods & collecting payments from customers, Redeem coupons. Keep an account of sales by cash, credit & gift vouchers.
- Posting stock transfer in & out. Assisted in counting incoming goods from logistic.
- Checked out an average of 50 customers per shift. Preparation of all types of voucher like cash, bank, journal, sales, etc.
- Count the cash in the drawer at end of the day ensuring cash equal receipts, Responsible to maintain branch stock.
- Sales invoice generation for van salesmen, Collecting cheque & cash from van salesmen, Coordinating & Supporting the sales team by managing the schedule.
- Preparation of monthly ledger reconciliation, Preparation of daily report in excel. Filing important documents and communicating relevant information.
- All other duties & responsibilities that may be assigned by superiors from time to time. Submission of report to chief accountant.

ACCOUNTS EXECUTIVE

POPULAR VEHICLES AND SERVICES, REGIONAL OFFICE (MARUTISUZUKI AUTHORISED DELAER), CALICUT/APRIL2013 – DECEMBER 2016

- Received purchase bills from Store & check MRN of purchase bills & enter purchase bills, Data entry of all Journal vouchers, debit note preparation for material rejection, credit note, Stock Transfer In & out, cash vouchers & bank vouchers.
- Preparation of bank deposits, RTGS & NEFT, day to day bank transaction, payable cheques and vouchers.
- Cheque & voucher printing, & monitoring for deposit cheques with bank.
- Reconciliation of creditors & Inter branch also prepare all bank reconciliation statement.
- Debtors follow-up. Submission of outstanding list of debtors and age wise debtors to the management on monthly basis,

PVS HRMS Solutions Developed by
IHITS Software
QuickBooks

CERTIFICATION

Tally ERP 9

Microsoft Excel

Microsoft Word

Accountant

QuickBooks

International Business Accounting &
Taxation /TASC (ISO9001-2015
Certified)

PERSONAL DETAILS

Nationality: Indian

Linguistic Abilities: English &
Malayalam

Passport Details: L9809316, Date of
Issue-20th June2014, Date of Expiry
19th June 2024

Date of Birth: 27-03-1987

Expected employment status: Full time

- Preparation of Quarterly TDS return, issue TDS certificates, E – Payment of TDS. Preparing details for filing VAT return, Service Tax and Closing reports & VAT report to Head office.
- Record Keeping, handle daily cash & maintain cash book, keeping record of the company asset.
- Handling accounts payable responsibilities (recording, checking payments)
- All other duties and responsibilities that may be assigned by superior from time to time. Acting on behalf of accounts manager when needed.
- Providing support to other Accounts associates when required. Submission of report to Assistant Manager (Accounts).

ACCOUNTS ASSISTANT (WAREHOUSE)

JULPHAR EXIM PVT LTD (RAK CERAMICS AUTHORIZED DEALER), CALICUT /JUNE2012-MARCH-2013

- Responsible to maintain the stock of the Warehouse. Verification of Stock inward & outward, branch transfer of stock.
- Physical stock and ledger stock should always match. Delivery of the material to a company is made only against form8.
- Each receipt and delivery of material are to be posted in the ledger.
- Making Insurance Claim of damaged goods while transit from purchase, Stock reconciliation with branch accounts.
- Reconciliation with head office warehouse with respect to stock inward and outward. Submission of report to branch manager.

I hereby declare that above-mentioned information is correct to the best of my knowledge and belief.

SUNEESH