



SREEHARI SIVAKUMAR

ACCOUNTING PROFESSIONAL

CONTACT ME AT

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TECHNOLOGICAL SKILLS

- Tally ERP 9
- Microsoft Word, Excel, Power Point
- Asset Accounting
- Budgeting and Cost accounting

PERSONAL STRENGTH

- To Plan systematically
- Good leadership skills
- Can effectively deal with people
- Encouraging Others in group work.
- Effective time management skills.
- Confidentiality
- Initiative
- Empathetic, Optimistic.
- Adaptable to multiple task environment

PASSPORT DETAILS

PASSPORT NO. : T2029423
DATE OF ISSUE : 03/04/2019
DATE OF EXPIRY : 02/04/2029

PERSONAL DOSSIER

Date of Birth : 29/10/1996
Father's Name : Sivakumar S S
Sex : Male
Nationality : Indian
Marital Status : Single
Languages Known : Malayalam, English

PERSONAL PROFILE

I'm an accounts assistant currently seeking to work in the field of finance and accounting, where I can apply my knowledge, contribute to the growth of the organization, gain managerial skills and achieve personal excellence.

WORK EXPERIENCE

ASSISTANT ACCOUNTANT

VIJU JOHN ASSOCIATES MEZHUVELI, PATHANAMTHITTA
JULY 2017 - Present

- Preparing Reports and Statements.
- Preparing and filing of GST & VAT Returns.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Prepares asset, liability, and capital account entries by compiling and analysing account information
- Substantiates financial transactions by auditing documents.

EDUCATIONAL QUALIFICATIONS

M.COM Finance and Taxation (Distance education)

2019- Present

MG UNIVERSITY KOTTAYAM, KERALA

B.COM Computer Application

2015 - 2018

ST. THOMAS COLLEGE, KOZHENCHERRY, PATHANAMTHITTA

-Graduated from Mahatma Gandhi University

Plus Two (COMMERCE)

2013-2015

S.N.D.P Higher Secondary School Chenneerkara

-Graduated from Board of Higher Secondary Education, Kerala

SSLC (10th).

2013

S.N.D.P Higher Secondary School Chenneerkara

-General Education Department, Kerala