

Sujith S Kumar

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Professional Synopsis

- 2 years and 5 months of experience at Ascorp Holdings PSC, Abu Dhabi, UAE
- 2 years of experience at Quest Global Engineering Services Pvt. Ltd, Kerala, India
- 3 years of experience at MuthootFincorp. Ltd, Kerala, India

Objective

With my professional knowledge and experience, produce quality service to the organization to attain its goal and simultaneously learn and grow to be a successful finance and account professional.

Professional Experience

7 years of experience in Financial Accounting, Auditing, Financial reporting and Financial Analysis.

- **Company Name** : Ascorp Holdings PSC
- **Designation** : Accounts General
- **Duration** : 23rd May 2018 – Present

Responsibilities:

- Handling Accounts payables:- verify and processing the invoices and make the payments
- Handling petty cash and passing entries
- Reconciliation of suppliers and Customer Accounts
- Handling VAT and prepare report for VAT returns
- Bank reconciliation:- prepare reconciliation reports for all banks on monthly basis
- Handling accounts receivables:- preparing invoices and collecting the payments
- Aged receivables improvement:- follow up on open accounts and negotiate with the client during collection period
- Delivered accurate and on time monthly financial closing for AP and AR functions
- Helping managers in finalization and maintaining the records for external audits

- **Company Name** : Quest Global Engineering Services Pvt. Ltd.
- **Designation** : Accounts Officer
- **Duration** : 26th September 2016 to 18th May 2018

Responsibilities:

- Handled employees reimbursement:- allows employers to payback employees who had spent their own money for business related expenses
- Arranged forex for the employer's travel and its settlement
- Handled cost movement as per project requirements
- Supported month end and year end closure

- **Company Name** : Muthoot Fincorp Ltd
- **Designation** : Accounts Executive
- **Duration** : 21st September 2013 to 23rd September 2016

Responsibilities:

- Handled inter-branch reconciliation on monthly basis
- Calculation on refunds of surplus after auctions
- Prepaid report for VAT return
- Scrutinizing of Forms-15G/H
- Provided support in developing atomized auction software
- Reconciliation of suppliers and customer accounts
- Reconciliation of third party products and realizing its payments
- Scrutinized the ledger accounts and prepaid schedule for year-end process

Educational Qualification

- **MBA-Finance** (passed: 2013) from Saintgits Institute of Management, Kottayam under Mahatma Gandhi University with 68% aggregate
- **B.Com** (passed : 2011) from Sree Narayana College of Technology, Kollam under Kerala University with 85% aggregate
- **XIIth** (passed : 2008) from Sree Narayana Public School, Kollam under C.B.S.E with 75% aggregate
- **Xth** (passed : 2006) from Auxilium English Medium School, Kollam under I.C.S.E with 56% aggregate

Skills

- Quick books, Account Max, Tally ERP 9, Microsoft Dynamics 365, Oracle, Orion

Co-curricular Activities

- Finalist in business plan Competition of V-Guard, Cochin, 2011
- Secured 2nd prize in paper presentation held at MES Kuttipuram, 2012

Industry Based/ Social Projects Strength

- Internship at State Bank of India (SBI SME branch), Kollam. (2013)
- Organization study at Promptec Renewable, Bangalore. (2012)
- Business familiarization study at Srikrishna Bricks, Kollam. (2012)
- A Project on Waste Management at Kollam Municipality. (2012)
- Project on 'Automation of housing loan Management' at State Bank of Travancore, Kollam. (2011)

Strength

- Presentation skill
- Leadership skill
- Team player

Personal Details

Date of Birth : 25-06-1990
Father's Name : Mr.Sureshkumar S.
Nationality : Indian
Marital Status : Married
Passport Number : J6374485

Reference

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I hereby declare that the information provided above is true and correct.

Date :
Place : Trivandrum

Sujith S. Kumar