



Sreenadh RC

7 YEAR EXPERIENCED ACCOUNTANT



0091- 9633618662

sreenadhvak@gmail.com

Academic Records...

- **MCom** from Kerala University, 2013-15
- **BCom** from Kerala University, 2007-10

Technical Qualifications...

- Diploma in Computerized Financial Accounting.
- Experience in MS Office, Tally, Odoo ERP
- Currently Doing a Crash Course in SAP FICO

Linguistic Abilities...

- **English** - Read, Write and Speak
- **Malayalam** - Read, Write and speak

Personal Details...

- Date of Birth : 1st May 1990
- Marital Status: Single
- Hobbies : Music, Internet
- Nationality : Indian

Career Objective...

Seeking a challenging career in the field of Finance and Accounting and working in an environment that stimulates my intellects, provides me the freedom to initiate and realize my goals simultaneously to contribute in the best way towards organization's vision realization.

Professional Experience...

Designation: **Senior Accounts Executive**

Employer: **Reflections Info Systems Pvt. Ltd, Technopark, Trivandrum**

Period of Employment: **October 2012 to 31 January 2020**

Roles/Responsibility:

As an Accountant, I directly report to and assist the Finance Manager and I am entrusted with the following roles and responsibilities:

- Full responsibility of maintaining the General Ledger including posting daily transactions, preparation of daybook and journal register
- Accounts Payables management involving recording of supplier bills after verification with PO, TDS deduction, supplier payments and maintenance of Ageing Statement
- Accounts Receivables management involving accounting of invoices after verification with contracts, payments follow-up, preparation of customer account statements, issue of receipt etc
- Payroll Management involving preparation of pay register, income tax computation and investment proof collection/verification, TDS deduction and remittance, PF and ES operations
- Bank Reconciliation and Petty Cash operations
- Upkeep of all Statutory Registers and returns for TDS, GST, EFP, ESI etc
- Preparation of Finance Daily Flash and other ad hoc reports based on requests
- Liaison with banks and suppliers

DECLARATION

I hereby declare that the above mentioned details of mine are true and complete to the best of my knowledge and belief. I understand that in the event, the information provided is found to be false or incorrect my candidature is liable to be summarily rejected without any reference to me.