

RESUME

SREEJITH P
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OBJECTIVE

To work on challenging assignments and lead an effective team in a globally competitive environment That provide opportunities to perform, drive and achieve results which are mutually beneficial for my Career progression, the team growth and ultimately in meeting organizational objectives.

SKILL

- ❖ Core accounting and complete knowledge on General ledger financials.
- ❖ Proficient in Excel applications like pivot table, look up formulas for construction of data And experienced in word documents.
- ❖ Excellent knowledge in Tally erp.
- ❖ Experience in both GST and VAT systems.
- ❖ Excellent communication skills and ability to handle customers and management.
- ❖ Able to adapt to new situation quickly, ability to work with large data.

WORK EXPERIENCE

Accountant

Damaru Network Marketing Pvt Ltd, Perumbavoor (July 2019 to APR 2020)

On the job training by Maya tax training centre (www.mayataxtraining.com)

Accounts Payable Associate

Accenture Solution India PVT LTD, Chennai (MAR 2017 to APR 2019)

Accountant

BN Home Needs, Ottapalam (JAN 2015 to DEC 2016)

ROLES AND RESPONSIBILITIES

- Invoicing/billing, Day to day voucher preparation, issue of Debit/Credit notes.
- Maintenance of Daybook/Cashbook.
- Verification of invoices and stock register.
- Stock creation, stock valuation, godown stock transfer entry, manufacturing entry using bill of material.
- Finalization of accounts, Preparation of profit and loss account and trial balance.
- GST monthly and annual return filing, GSTR 2A Reconciliation and analysis of GST reports.
- TDS calculation, monthly payment and Quarterly TDS return filing.
- Calculation of Income tax and ITR filing.
- Preparation of outstanding list of Debtors and making payment followups.

- Reconciliation bank statements in month end, Debtors/creditors reconciliations.
- Inter-company reconciliation on monthly basis.
- Online banking, cheque dealings, bank transactions.
- Maintaining Payroll and ESI, PF monthly Filing , Salary register checking.
- Working in spreadsheets and word documents.

ACADEMIC PROFILE

- Mcom - Bharathiar University, Coimbatore (2018)
- Bcom - Calicut University (2014)
- Plus Two - Commerce subject from Higher Secondary Department (2009)
- SSLC (2007)

TECHNICAL PROFILE

- Tally ERP 9
- MS Office

PROFILE

Date of birth : 25/05/1991

Father's name :Sankaranarayanan.K

Gender : Male

Marital Status : Single

Languages Known:Malayalam, English, Hindi(read&write),Tamil(speak)

Nationality : Indian

Permanent address: Kottukunnath (H), Kanniyampuram (PO),
Ottapalam-679 104, Palakkad Dist, Kerala.

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Place:Ottapalam

Date :

Sreejith