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| Shaji Sadasivan   |  | | --- | | **Address** |   **Shyja Nivas,**  **Pandakasala,**  **Chirayinkeezhu Post.**  **Thiruvananthapuram District.**  **Mobile : +91 – 9447837973**  **E-mail : shaji4sadasivan@gmail.com** | Shaji |

**APPLICATION FOR THE POSITION OF ACCOUNTANT cum OFFICE ADMINISTRATOR**

#### Experience Summary

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| Period | Name of Company | Designation |
| 01st Apr 2018 –  Till Date | **SUT ROYAL HOSPITAL**  Pongumoodu, Thiruvananthauram, Kerala | **SENIOR ACCOUNTANT**  **(Tally ERP 9 Rel 6.2)** |
| 07th Oct 2015-  31st Mar 2017 | **HOTEL SAJ LUCIA**  **(4 Star Hotel)**  East Fort, Thiruvananthapuram, Kerala | **ACCOUNTS MANAGER**  **(Hotsoft)** |
| 07th Feb 2015-  31st May 2015 | **MODERN CLADDING INDUSTRY LLC.**  **(GRC, GRP & GRG PRODUCTS)**  P.O.Box : 117859, Al Quoz, Dubai, UAE | **ACCOUNTANT GENERAL**  **(Tally ERP 9)** |
| 01st Jan 2011-  31st Dec 2014 | **VIENNA HOTEL**  **(3 Star Hotel)**  Deira, Dubai, UAE | **ACCOUNTANT GENERAL**  **(DacEasy)** |
| 26th Dec 2003–  31st Dec 2009 | **HOTEL VARKALA PARK INTERNATIONAL**  **(3 Star Hotel)**  Railway Station Road, Maithanam,Varkala | **ACCOUNTANT**  **(Tally 9.0)** |
| 01st Jan 1997–  20th Dec 2003 | **PLUS POINT COMPUTER CENTRE**  **(Franchisee of C-DAC, Ministry of IT, Govt. Of India & STED PROJECT, Govt. Of Kerala)**  Opp.Police Station, Maithanam, Varkala. | **CENTRE HEAD cum TALLY FACULTY** |
| 01st Jan 1990-  26th Dec 1996 | **K.JAWAHAR LAL. F.C.A**  **(CHARTERED ACCOUNTANT)**  L.M.S.Junction, Attingal, Kerala | **ACCOUNTS/AUDIT**  **ASSISTANT** |

###### Certification Titles Held & Qualifications

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| * **B.Com(Cost Accounting)**   University Of Kerala   * **M.Com (Finance)** Exam not appeared   University Of Kerala   * **English Type writing Lower**   Kerala Government Technical Education   * **Post Graduate Diploma in Computer Applications (PGDCA)**  EXPERIENCED IN THE FOLLOWING AREAS **Payroll**  **ESI, EPF, Gratuity & Abkari Welfare Fund etc.**  **Supervision**  **Receivables, Payables, Checking of Daily Sales and Purchase with Bills, Preparation of Monthly Inventory Reports after Stock Verification.**  **Accounting**  **Preparation of Bank Reconciliation Statement, Daily Cash Book, Ledgers, upto Finalisation of Accounts.**  **Taxation**  **GST &TDS**  **Costing**  **Food Costing, Liquor Costing & Project Costing** Computer Proficiency  * **Operating System :- WINDOWS** * **Spreadsheet :- MS EXCEL** * **Word Processor :- MS WORD , PAGEMAKER & ISM** * **Presentation :- MS POWERPOINT** * **RDBMS :- FOXPRO** * **Graphics :- CORELDRAW & PHOTOSHOP** * **Accounting :- TALLY, HOTSOFT & DACEASY** * **Data Entry Speed :- Above 40 W.P.M**  Personal Details **Date of Birth : 30-07-1963**  **Religion and Caste : Hindu, Ezhava**  **Marital Status : Married**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | DECLARATION  I hereby declare that the above mentioned information are true and correct to the best of my knowledge and belief.   |  | | --- | | Place : ChirayinkeezhuDate : 04-05-2020 Shaji.S | |  | |  | |  | |  | | |
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