**SUNIL N** 

Contact No:8289891522

Email: sunisuniln@gmail.com

**Profile Summary**

**Accounting and Finance Professional with 17 years’ Experience in Financial Accounting, Project Management Accounting, Procurement, Auditing, Data Analysis, A/R, A/P, in Trading and NGO.**

**Educational Qualifications**

* MBA –Finance in 2014
* B.com – Co-operation 2001
* PG in Computer Applications
* Diploma in Office Management

**Computer Skills**

* **Experience in online software ,E freight ( e FMS java platform)**
* **Well versed with word processing, spreadsheets, and Power point**
* **Hands full experience in Accounting Soft wares.**

**Accountant –Projects of World Bank**: June 2020 on wards

**NCRMP**- Govt.of India Project:

Day to day accounts, Finalization of accounts, preparation of Reports, Assistance to Project Management, Assistance to Procurement, GST Returns, TDS ,e-Filing,calculation, Release and Retention, Budget and control,Maintenace of Books and Records, office management, petty cash, Audit compliance reports, statutory compliance.

**Sr.ACCOUNTANT & MIS Professional:** From 2008 March to May 2020 (MGNREGS Govt.of India Project)

Routine Accounts, Preparation of Annual Financial Statements, Labor Budgeting, Bank Reconciliation of huge volume of funds, statutory reporting, Procurement process, Audit compliance and other statutory compliance etc..,

**AUDITOR**: from 2008 January to 2008 March.

(Poverty Alleviation Unit of Govt. of Kerala)

Accounts and Performance Audit of ADS, SHGs according to Audit Manual and SOP, Preparation of Audit Reports as per standards.

**ACCOUNTANT:**  from 2005 January to 2008 January.

(A Private Limited Hospital with 150 to 80 beds)

Preparation of Receipts and Payments Account, Income and Expenditure accounts, Stores Management, and statutory compliance.

**ACCOUNTS & AUDIT Trainee:** from 2001 January to 2004 December.

(Charted Accountants &Tax practitioners and Auditors)

Day to day Accounts, Preparation of sales invoice, preparation of financial statements, Bank reconciliation

**Personal details**

KOTTILIKKAL

KALADY POST

TRIVANDRUM-695031

DOB: 29.04.1981