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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 POST OF ACCOUNTANT cum ADMIN MANAGER**

#### Experience Summary

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| Period | Name of Company | Designation |
| 02nd May 2019 –  01st June 2020 | **SUT ROYAL HOSPITAL**  Pongumoodu, Thiruvananthauram, Kerala | **SENIOR ACCOUNTANT**  **(Tally ERP 9 Rel 6.2)** |
| 03rd Jul 2018-  31st Mar 2019 | **AMBARA SUITES CONSTRUCTION PROJECT**  Venpalavattom, Thiruvananthapuram, Kerala | **PROJECT ACCOUNTANT**  **(Tally ERP 9 Rel 6.2)** |
| 07th Oct 2015-  30th Apr 2018 | **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**  **(Tally ERP 9)** |
| 26th Dec 2003–  31st Jan 2015 | **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** |

###### 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**  **Bank Reconciliation, Insurance Company related works of Hospitals, Pharmacy and General Store of Hospitals, Daily Cash Book, Manufacturing Account in Tally (Bill of Materials), Invoice Preparation (Construction Sites), From Ledgers up to 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** * **Data Entry Speed :- Above 40 W.P.M**  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **DECLARATION**  I hereby declare that the above mentioned information are true and correct to the best of my knowledge and belief.   |  | | --- | | Place : ChirayinkeezhuDate : 03-09-2020 Shaji.S | |  | |  | |  | |  | | |
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