CURRICULUM VITAE

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Experience** | | | |
| Period | Name &Address of the Employer | Kind of Business  Of  Employer | Kind of Work |
| 01.04.1994 To  31.03.1999 | Mr. S.Subramoniam,  Pragathy Enterprises  Tc/25/960, Sumangaly,  Thycaud, Trivandrum,  Tele # :  +91-471-2325147 | Leading Stockist and Transporters of Cements. | Worked as Accounts Assistant during the period of two  Years from 1st April `94. For the rest of the period, I had  been working on Bank transactions & maintaining of log  of Lorry running and in the Maintenance section. |
| 01.02.2001  To  28.02.2004 | Mr. Cyriac Joseph,  M/s Omega Petro products(P) Ltd,  G T Towers, Kesavadasapuram, Trivandrum,  Tele # : 0471-2441485 | Importer of Kerosene | Worked as Accountant (Computerized) to work on  Tally. was mainly focusing on Sales & work with Bankers  . Main Customers were Govt undertakings and  Public Ltd Cos’ like Hindustan Latex, Bharath  Titanium Products, Fisheries Exporters etc. |
| 01.04.2005  To  30.06.2008 | M/s Cape Exim India(P) Ltd,  Muralee Madhavom,  Udarasiromani Road,Vellayambalam,  Trivandrum,  Ph # 0471- 3294911 | Exporter of Engineering Components like Forgings, Castings, Plastic molded components, Hydraulic cylinders etc. | Worked as Office Manager (Administration and Accounts).  Here I did handle Office and Accounts. The exports were mainly to customers from UK, Germany, USA &, South Africa |
| 01.072008  To  31.03.2011 | Fortune Plaza, Marappalam Road ,  Pattom ,Trivandrum Ph#9387655155 | Doha (Qatar) based Construction co. | Worked as Manager(Finance &Accounts) |
| 01.03.2013  To  Upto date | Ridges Hotels  Fortune Plaza  Pattom Marappalam road, Pattom PO | Hotel Industry | Working as Manager(Accounts) |

**Computing Skills**

1. Experience in MS Word & Excel.
2. 20 years’ experience in Accounting software of ***TALLY***

**Educational / Professional Qualifications**

|  |  |  |
| --- | --- | --- |
| Name | Board/University | Subjects |
|  |  |  |
| M.Com | Kerala University | Accounting &Costing  (Third Class) |

**Personal Data**

Age : 51

### Father’s Name : R.Chellappan pillai

### Marital Status : Single

E-mail ID : minic\_shiv@yahoo.co.in

Sex : Female

Nationality : Indian

### Religion & Caste : Hindu Nair

Place : Trivandrum

**DECLARATION**

I hereby declare that the above mentioned matters are correct and true to the best of my knowledge and belief.

Thanking you

Yours faithfully.

**Saral Pillai**

**Mob # 9446081118**