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| RAJU SUNNY | | | | | | |  | | |
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|  |  | | | | | |
| Contact | 8304846120 / 8281821966 / 9633751203 | | | | | |
| Email | [rajusunny9299@yahoo.com](mailto:rajusunny9299@yahoo.com) | | | | | |
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| Objective | To become of part of leading organization that offer challenges and opportunities for personal growth. | | | | | | | | |
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| Professional Career Summary | | | | | | | | | |
| Professional Education | | Article ship training ( 1994-98 ) –Inst of Chartered Accountants of India | | | | | | | |
|  | | | | | | | |
| Academic Education | | Bachelor Commerce (Bcom) –KeralaUniversity– 1992-1994 | | | | | | | |
| Master of Commerce (Mcom)-KeralaUniversity– 2009-2011 | | | | | | | |
| Work Experience Experience in India 15 years + Gulf experience 5 years + | | | | | | | | | |
|  | | Duration  Aug1994 to Dec1998  Jan 2000 to Feb 2001  Mar 2001 toNov2010  Dec 2010 toMay2012  June 2012toAug2016 | | | Organization and Designation  VijayakumarCA office (IND) as Audit Assistant  Hues Advertising (IND) as Accounts & Fin Mngr  Airtravel Enterprises (IND) as Sr Accounts Officer  Airtravel Enterprises (AUH) asSrAccounts Officer  Al Sadiyat Travel LLC(AUH) as Chief Accountant | | | | |
|  | | Nov 2018 to till date | | | Marikar Automobiles as Asst Accounts Officer | | | | |
|  | | | | | | | | | |
| Work Experience  Organization MARIKAR AUTOMOBILES TRIVANDRUM  **Organization type Car dealer ship**  Volume of Business 30 crores annually  Designation Assistant Accounts Officer  Tenure Nov 2018 to till date  Location Bye pass Road, Venpalavattom  Area (s) of Experience Accounts receivables/payable & finalization of accounts  Reporting to AGM finance and administration  Responsibility Monitoring over all Accounts and Finance  Span of Control 4 Assistant Accountants  Brief Job Description Accounts receivables and payables management, Preparation of reports for  management and bank, Monitoring GST and income tax calculation and  payments , Finalization of Accounts for yearly audit. | | | | | | | | | |
| Organization | | | AL SADIYAT TRAVEL LLC –ABU DHABI | | | | | | |
| Organization Type | | | Travel Agency selling air tickets , visa services , tour package etc | | | | | | |
| Volume of Business | | | Annual Turn over 12 million | | | | | | |
| Designation | | | Chief Accountant | | | | | | |
| Tenure | | | June 2012 to August 2016. | | | | | | |
| Location | | | Mussaffah, Abudhabi | | | | | | |
| Area (s) of Experience | | | Accounts Receivables / Payables & Finalization of accounts | | | | | | |
| Reporting to | | | Finance Manager | | | | | | |
| Responsibility | | | Monitoring over all Accounts and Finance | | | | | | |
| Span of Control | | | 5 Travel consultant | | | | | | |
| Brief Job Description | | | Accounts receivables and payables management , Preparation of MIS reports , Finalization of Accounts upto Preparation of profit and loss a/c and Balance sheet and assisting Auditors. | | | | | | |
| ------------------------------------------------------------------------------------------------------------------------------ | | | | | | | | | |
| Organization | | | AIRTRAVEL ENTERPRISES LLC – ABUDHABI | | | | | | |
| Organization Type | | | Travel Agency selling air tickets , visa services , tour package etc | | | | | | |
| Volume of Business | | | Annual Turn over 36 million | | | | | | |
| Designation | | | Senior Accounts Officer | | | | | | |
| Tenure | | | December 2010- May 2012 | | | | | | |
| Location | | | Abu Dhabi | | | | | | |
| Area (s) of Experience | | | Accounts Receivables / Payables & Finalization of accounts | | | | | | |
| Reporting to | | | Director finance | | | | | | |
| Responsibility | | | Monitoring over all Accounts and Finance | | | | | | |
| Span of Control | | | 10 Travel consultants | | | | | | |
| Brief Job Description | | | Preparation of yearly budgets and comparison with the actuals and reporting the variations, Accounts receivables and payables management, Laisoning with the bank for the overdraft facilities , bank guarantee processing, Preparation of MIS reports , Finalization of Accounts upto Preparation of profit and loss a/c and Balance sheet and assisting Auditors. Maintenance of employee files . | | | | | | |
| ------------------------------------------------------------------------------------------------------------------------------ | | | | | | | | | |
| Organization | | | AIRTRAVEL ENTERPRISES INDIA LTD - INDIA | | | | | | |
| Organization Type | | | Travel Agency selling air tickets , visa services , tour package etc | | | | | | |
| Designation | | | Senior Accounts Officer | | | | | | |
| Volume of Business | | | Annual Turnover US $ 50 million | | | | | | |
| Tenure | | | March 2001 to November 2010 | | | | | | |
| Location | | | Kerala, India. | | | | | | |
| Area (s) of Experience | | | **Accounts Receivables and Payment , Taxation and Finalization of accounts** | | | | | | |
| Reporting to | | | Senior Manager Finance | | | | | | |
| Responsibility | | | **Monitoring the billing of clients Maintenance of cash flow to bank** | | | | | | |
| Span of Control | | | 10- Assistant Accountants | | | | | | |
| Brief Job Description | | | Monitoring billing and collection from the clients , reconciliation of bank , petty cash and other supplier payments , closing journal entries, service tax and other statutory payments , email and telephonic correspondence with the clients , appraisal of credit worthiness of new clients, disbursement of salary to the staffs , reconciliation of clients – supplier – branches statements | | | | | | |
| ------------------------------------------------------------------------------------------------------------------------------ | | | | | | | | | |
| Organization | | | HUES ADVERTISING – INDIA | | | | | | |
| Organization Type | | | Advertising agency doing Print and Electronic advertisements | | | | | | |
| Designation | | | Accounts and finance manager | | | | | | |
| Tenure | | | Jan 2000 – Feb 2001 | | | | | | |
| Location | | | Kerala, India . | | | | | | |
| Area (s) of Experience | | | **Accounts Receivables and Payment , Taxation and Finalization of accounts** | | | | | | |
| Reporting to | | | Directors | | | | | | |
| Responsibility | | | **Monitoring the billing of clients Maintenance of cash flow to bank** | | | | | | |
| Span of Control | | | 2 accounting staffs | | | | | | |
| Brief Job Description | | | Billing clients, Receivable follow up , supplier payment Preparation of profit and loss account and Balance sheet etc | | | | | | |
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| Organization | | | VIJAYAKUMAR CHARTERED ACCOUNTANTS –INDIA | | | | | | |
| Organization Type | | | Chartered Accountant Firm | | | | | | |
| Designation | | | Audit Assistant | | | | | | |
| Tenure | | | Aug 1994 – Dec 1998 | | | | | | |
| Location | | | Kerala, India . | | | | | | |
| Area (s) of Experience | | | **Auditing of clients accounts** | | | | | | |
| Reporting to | | | Chartered Accountant | | | | | | |
| Responsibility | | | **Statutory and Internal Auditing of clients** | | | | | | |
| Span of Control | | | Not applicable | | | | | | |
| Brief Job Description | | | Auditing of Nationalised Banks, Government agencies and companies , Hospitals, Travel agencies, Construction Companies, Advertising firms, Share brokers, Automobile companies,Textile units , Hotels | | | | | | |
| ---------------------------------------------------------------------------------------------------------------------------- | | | | | | | | | |
| Academic Education and Professional Certification: | | | | | | | | | |
| Degree/Certification | | | | Institution and location | | Year | | Percentage |
| 1. Bachelor Commerce (Bcom) | | | | KeralaUniversity | | 1994 | | 60 % |
| 1. Master of Commerce (Mcom) | | | | KeralaUniversity | | 2011 | | 47 % |

Computer Skill and other abilities:

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| Skills & Abilities | Proficiency Level | Last Used/Practiced |
| 1. E -travel accounting software | Excellent | Recently used |
| 2. Tally ERP 9 version | Good | Recently used |
| 3. Microsoft Excel , Word, Power point | Excellent | Recently used |
| 4. Out look | Excellent | Recently used |

Personal details :

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| Nationality | Indian |
| Date of Birth | 23rd April 1973 |
| Languages awareness | English, Hindi, Malayalam |