



# Sivadas Babu

Accountant

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8129271876

Kochi, India

To become a successful professional in the field of accounts and to work in an innovative and competitive world. Strongly committed to delivering on promises and adhering to established protocols that cement best practice, and solidify the reputation of business and staff.

## WORK EXPERIENCE

### Accountant KP Traders

2021 - Present

#### Achievements/Tasks

- Cash Flow management
- Creditor payment followup
- GSTR1 and GSTR3B Filling
- Payment , bank and cash book entry
- Payroll Calculations

### Accountant Quality Machines & Spares

08/2019 - 2021

India

#### Achievements/Tasks

- GST andTDS Return Filing
- Accounting

### Junior Accountant Tom And Jim Chartered Accountants

02/2019 - 08/2019

#### Achievements/Tasks

- Accounting
- Documents Analysis

### Junior Associate UAE Exchange

04/2016 - 02/2019

Kochi

#### Achievements/Tasks

- Providing back end support to forex dealing & treasury team
- Credit limit analysis

## SKILLS

- Tally
- V lookup
- H lookup
- Pivot Table
- Problem Solving
- Communication
- MS Office
- Excel
- Records review
- Records management
- Organisation and time management
- Team Management

## LANGUAGES

- |   |   |
|---|---|
| Malayalam<br><i>Native or Bilingual Proficiency</i> | English<br><i>Full Professional Proficiency</i> |
| Tamil<br><i>Full Professional Proficiency</i>       | Hindi<br><i>Limited Working Proficiency</i>     |

## INTRESTS

- Traveling
- Music

## PASSPORT DETAILS

- Sivadas Assariparambil Babu
- W5378588

## CERTIFICATES

Tally and financial accounting programme

## EDUCATION

### Study Program Dr.CV Raman University

2012 - 2015

#### Courses

- Bcom