

RESUME

SARIKA SREEJITH

EMAIL:

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MOBILE:

+96891063528

LANGUAGES KNOWN:

English, Malayalam, Hindi

PERSONAL DATA:

Date of Birth : 1st April, 1986
Marital Status : Married
Nationality : Indian
Age : 31
Passport No : **K6685992**
Place of Issue : **Kozhikode**
Date of Expiry: **04/11/2022**

CAREER SUMMARY

Possessing **Accounts/ Finance** experience for **5 years** and a solid academic background within finance, operations, project implementation, and development. Proven ability to achieve results to suit the business needs and strategic aims. Excellent commercial knowledge and Auditing focus with an understanding of corporate changes and modernization.

AREAS OF KNOWLEDGE

- ✚ Skills in ERP Packages of **Tally Erp 9, Peachtree, Quick Books.**
- ✚ Proficient with computer skills and comfortable with **MS office packages, Excel, Internet and Emails.**
- ✚ Auditing (Tax audit, Non Audit), Preparation and filling of Vat Return.
- ✚ Preparation of Cash Book - Purchase Day Book - Sales Day Book - Purchase Return Book - Sales Return Book - And other Subsidiary Books.
- ✚ Financial accounting , Book-keeping Management , Purchase and Sales Ledger .

PROFESSIONAL EXPERIENCE

- Presently working as an **Accountant in Al Alawi & Co. Advocates & Legal Consultants in Muscat, Oman** since **September 2013**
- Previously worked as a **Senior Auditor in Jacob And George Chartered Accountants, Kannur, Kerala (14.08.2006 to 05.08.2013)**

JOB PROFILE:

- ✚ Assist and support Accounting Manager in his day to day tasks
- ✚ To receive and process all invoices, expense forms and requests for payment
- ✚ Maintaining cashbook receipts and payments
- ✚ Accounts preparation including statutory accounts.
- ✚ To deal with daily transactions for the petty cash and ensure that reconciliations are completed on a weekly basis.
- ✚ To ensure all filing is done in a timely and accurate manner.
- ✚ Gained advanced knowledge in various computerized accounting tools
- ✚ Prepared audit reports, ensuring points raised were followed up and

auctioned as necessary.

- Carried out and Supervised internal audits in accordance with audit plans.
- Prepared and compiled final accounts.
- Preparing Bank Reconciliation Statement.
- Preparing trial balance and balance sheet of client's data in excel along with other schedules, coding and posting it to software, bank reconciliation and scrutiny of accounts.
- Verify calculations and input codes in to the Accounts system in an accurate manner.
- Involved in filing Tax returns / Advance tax / TDS returns.

COMPUTER SKILLS

Very competent in all Microsoft office applications, email and various customised Enterprise Resource Planning Software. Excellent in latest operating systems, application software's, utilities and productivity tools. Capable of routine maintenance and up keeping of the computer.

- Advanced user of the latest versions of Microsoft Office Excel and intermediate user of Microsoft Office Word & Power Point.
- Tally Erp 9, 9.0,7.2

QUALIFICATIONS

- **B.COM WITH CO-OPERATION** (2006) From Calicut University

REFERENCE:

- Shall be provided on request

DECLARATION:

Above mentioned details are true and best of my knowledge.

Yours Faithfully,
Sarika Sreejith