

C u r r i c u l u m V i t a e

SREERAJ KT

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Objective: Aim to be an associate with a progressive organization that gives me scope to update my knowledge and skills in accordance with the latest trends and be part of a team that dynamically works towards growth of organization and gains satisfaction thereof.

ACCOUNTANT

SYNOPSIS

- 5 years working experience as an Accounts executive
- Capacity to organize and ability to work in a team as well as leadership qualities and administrative skills
- Quick understanding and grasping of situations and ability to work under pressure
- Fertile and imaginative mind with excellent communications capabilities
- A sense of integrity and commitment to work hard in a result oriented, meaningful manner
- Excellent written, communication and problem solving skills
- willingness to learn more and quick learning skills
- Self motivated and Strives for excellence

WORK EXPERIENCE

- Company : POPULAR MOTOR WORLD PVT LTD
- Position : Accounts executive /Cashier
- Period : 3 year

WORK EXPERIENCE

- Company : **GRANT- E- MART HOME APPLIANCES**
- Position : Accountant
- Period : 1 YEAR

WORK EXPERIENCE (UNITED ARAB EMIRATES)

- _G TECH ADVANCED SYSTEMS LLC-2 YEAR (ACCOUNTANT)
- MURSHID TYPING FUJIARAH -2 YEAR(TAX CONSULTANT)

Professional Summary

- ✓ Preparation and Maintenance of various registers like Purchase Register, Sales Register and Journal register, Debit Note Register, Credit Note Register, Stock Register, Post Dated Cheque (PDC) Register etc.
- ✓ Preparation of various Accounting Reports like Ageing Analysis, Income & Expenditure Statement, Bank Reconciliation Statement etc.
- ✓ Preparation and filling of Vat return,
- ✓ Business Management, Personality Development, Public Relation

Strength

- Ability to analyze financial data using MS Excel
- Working knowledge in computerized Accounting packages like Tally
- Very good communication and interpersonal skills
- Ability to think through problem
- Proactive and Professional attitude

EDUCATIONAL PROFICIENCY

- **Bachelor of Commerce (Co-operation) from Calicut University Kerala, INDIA**
- **Higher Secondary Education-Kerala, INDIA**
- **Secondary School Leaving Certificate –Kerala, INDIA**

OTHER QUALIFICATIONS

- **TALLY**
- **MS OFFICE**

OTHER COMPUTER LITERACY

- **Microsoft Office**
- **Internet Applications**

LANGUAGES KNOWN

- To Speak : English, Malayalam,Hindi,Tamil
- To Read and Write : English, Malayalam

PERSONAL DETAILS

- Date of Birth : 19-10-1991
- Nationality : Indian
- Civil Status : Single

DECLARATION

I Confirm that the information provided by me above are true to the best of my knowledge and belief.

Place: Tirur

SREERAJ KT