

## RESUME

SUNEESH.A.S

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### OBJECTIVE

To pursue a challenging role this will add my skill and achieve a wide scope and perspective towards enhancing my career and organization's outlook in the field of commerce

### PROFESSIONAL SKILL SETS

- ✓ Numeracy and a strong aptitude for mathematics
- ✓ Strong analytical, reporting and process skills
- ✓ Proven knowledge of auditing standards, standards and procedures, laws, rules and regulations
- ✓ Be able to identify loopholes and recommend risk aversion measures and cost savings
- ✓ Budget & forecasting

### WORK EXPERIENCE

**Current JOB: 1          Darshnam Group of company- India**

**Duration                    : Jan – 2018 - present**

**Position                    : Accounts Manager- Kerala**

#### **Job Profile**

- ✓ **Sell international and domestic travel packages, air, car, hotel etc.**
- ✓ **Converse with customer to determine the destination, mode of transport, financial consideration and accommodation**
- ✓ **Compute the total cost of travel transportation, accommodation etc**
- ✓ **Collect the payment from customers and clients**  
**Keep record of customer interaction or transaction, recording details of inquiry compliant etc**
- ✓ **Check to ensure appropriate changes were made to resolve customers problems**
- ✓ **Manage the Entire Business.**

- ✓ Provide direction and assistance to other organizational units regarding accounting and budgeting policies and procedures, and efficient control and utilization of financial resources.
- ✓ Budgeting & Forecasting the inflow and Outflow of Fund
- ✓ Maintain a documented system of accounting policies and procedures
- ✓ Enforcing proper accounting methods, policies and principles
- ✓ Funds Management & budgeting
- ✓ Ensure that sufficient funds are available to meet ongoing operational function.
- ✓ Maintaining Banking Relationships.
- ✓ Manage and checking the daily operations of the accounting department for: checking and making Day to Day Tally Entries
- ✓ Checking all purchase entries, Sales Invoices, Office expenses, Journals
- ✓ Checking Collection entries and outstanding statements
- ✓ Passing Bills for payment \* Ledger scrutiny  
Stock reconciliation, statement & passing entries
- ✓ Working Capital Report preparation
- ✓ Interaction with auditors in finalization
- ✓ Attending IT Assessment and Professional Tax Assessment  
Year ending and month end process
- ✓ Computing Taxes & prepare returns, balance sheet, profit & loss statement
- ✓ Checking Collection entries and outstanding statements
- ✓ Attending IT and Professional Tax Assessment
- ✓ Coordinate and complete the annual audit

## WORK EXPERIENCE

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**Current JOB: 2**      **M/s. Eastern Gulf Contracting – Dammam KSA**

**Duration**                      : May 2013- November 2017

**Position**                      : Senior Accounts Manger

### Job Profile

- ✓ Fund allocation to Different project (Optimum Allocation of asset in All Business)
- ✓ Provide direction and assistance to other organizational units regarding accounting and budgeting policies and procedures, and efficient control and utilization of financial resources.
- ✓ Budgeting & Forecasting the inflow and Outflow of Fund
- ✓ Maintain a documented system of accounting policies and procedures
- ✓ Enforcing proper accounting methods, policies and principles
- ✓ Funds Management & budgeting
- ✓ Ensure that sufficient funds are available to meet ongoing operational function.
- ✓ Maintaining Banking Relationships.
- ✓ Managing and preparing company budget
- ✓ Maintain an effective & efficient system of internal controls which comply with guidelines, timely preparation of monthly sales reports, purchase reports, statutory

payments & expenditure. Timely preparation of statutory & financial reports required by Management as well as Auditors.

- ✓ Communicate and report project status to client executives, including time, budget, risks, issues.
- ✓ Manage and checking the daily operations of the accounting department for:  
checking and making Day to Day Tally Entries
- ✓ Checking all purchase entries, Sales Invoices, Office expenses, Journals
- ✓ Checking Collection entries and outstanding statements
- ✓ Passing Bills for payment \* Ledger scrutiny  
Stock reconciliation, statement & passing entries
- ✓ Working Capital Report preparation
- ✓ Possesses knowledge of banking or Capital Markets sector including knowledge of market trends.
- ✓ Handling the complete accounts of the company upto finalization and team members
- ✓ Interaction with auditors in finalization
- ✓ Attending IT Assessment and Professional Tax Assessment  
Year ending and month end process
- ✓ Computing Taxes & prepare returns, balance sheet, profit & loss statement
- ✓ Experience in middle and back office process front office performance management.
- ✓ Possesses knowledge of banking or Capital Markets sector.
- ✓ Checking Collection entries and outstanding statements
- ✓ Attending IT and Professional Tax Assessment
- ✓ Coordinate and complete the annual audit
- ✓ Assign responsibility to every staff in accounts department, to ensure the compliance and accuracy.

**JOB: 3                      M/s. Madathil Marketing Company- India**

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**Duration: Feb-2011-May 2013**

**Position : Senior Accountant**

**Job Profile**

- ✓ Preparing Financial Statement
- ✓ Controlling the Cost of the Enterprises
- ✓ Bank reconciliation
- ✓ Estimation of Cost and Profit of the Business
- ✓ Cash management processes
- ✓ Ensures Profits and Losses are documented accurately.
- ✓ Monitors all taxes that apply, ensuring that taxes are current, collected and accrued.
- ✓ Creditor's payment
- ✓ Post bill verification and Accounting
- ✓ Bill passing –Purchase and contract of payment
- ✓ Understands and meets the needs of Owner.

- ✓ Provides excellent leadership by assigning team members and other departments managers' clear accountability backed by appropriate authority.
- ✓ Informs and updates the executives, the peers and the subordinates on relevant Final A/c Preparation
- ✓ Reconciles balance sheet to ensure account balances are supported by appropriate documentation
- ✓ Bank reconciliation
- ✓ Verification of sales VS collection and Accounting
- ✓ Generates and provides accurate and timely results in the form of reports, presentations.
- ✓ Post bill verification and Accounting
- ✓ Monitors all taxes that apply, ensuring that taxes are current, collected and accrued.
- ✓ Material purchasing & handling
- ✓ Sales tax computation
- ✓ Creditor's payment
- ✓ Bill passing –Purchase and contract of payment

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**JOB: 4                                      M/s. Satguru Tours & Travel LLC – Africa**

**Duration : 6 months**

**Job Profile**

- ✓ Bills payable
- ✓ Salary provision
- ✓ Debtor's payment
- ✓ Creditor's payment
- ✓ Material purchasing & handling
- ✓ Sales tax computation
- ✓ Final A/c Preparation Up to Balance Sheet
- ✓ Cash & Bank (receipt and payment account)
- ✓ Bank reconciliation

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**JOB: 5                                      Paragon Polymer Product Pvt Limited - India**

**Duration : 1 Year**

**Job Profile**

- ✓ Final A/c Preparation Up to Balance Sheet
- ✓ Cash & Bank (receipt and payment account)
- ✓ Bank reconciliation
- ✓ Verification of sales VS collection and Accounting
- ✓ Bill passing –Purchase and contract of payment
- ✓ Stock inward verification and Physical stock taking

- ✓ Account record maintenance
- ✓ Post bill verification and Accounting
- ✓ Bills payable
- ✓ Salary provision
- ✓ Debtor's payment
- ✓ Creditor's payment
- ✓ Material purchasing & handling
- ✓ Sales tax computation

**JOB: 6                      M/s. Lessa Engineering Enterprises India**

**Duration: 3 Year**

**Job Profile**

- ✓ Final A/c Preparation Up to Balance Sheet
- ✓ Cash & Bank (receipt and payment account)
- ✓ Bank reconciliation
- ✓ Verification of sales VS collection and Accounting
- ✓ Bill passing –Purchase and contract of payment
- ✓ Stock inward verification and Physical stock taking
- ✓ Account record maintenance
- ✓ Post bill verification and Accounting
- ✓ Bills payable
- ✓ Salary provision
- ✓ Debtor's payment
- ✓ Creditor's payment
- ✓ Material purchasing & handling
- ✓ Sales tax computation

**EDUCATIONAL QUALIFICATION**

CLASS	PERCENTAGE OF MARKS	TOTAL MARKS	UNIVERSITY/GOVERNMENTS	YEAR OF PASS OUT
B COM	72.7%	1018/1400	M G UNIVERSITY	2006
PLUS TWO	67.8%	407/600	GOVERNMENT OF KERALA	2003
SSLC	47.3%	284/600	GOVERNMENT OF KERALA	2001

**TECHNICAL QUALIFICATION**

TALLY	75%	A GRADE	INFO TECH COMPUTER	2005
PGDCA		B GRADE	ST ALOYSIUS COLLEGE EDATHUA	2005

## PASSPORT DETAILS

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**Pass port no** : Z 4722259

**Date of Issue** : 24/05/2018

**Date of Expiry** : 23/05/2028

**Place of Issue** : Cochin

## PASSPORT DETAILS ( Old)

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**Pass port no** : G8947951

**Date of Issue** : 16/06/2008

**Date of Expiry** : 15/06/2018

**Place of Issue** : Cochin

## PERSONAL DETAILS

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**PERMENENT ADDRESS** : Suneesh.A.S  
Alummottil [H]  
Anaprampal (north)P.O, Thalavady  
Alappuzha [dist], Kerala, India  
Email:suneesh00009@gmail.com

**Father's Name** : Shri Suseelan  
**Date of Birth** : 31.05.1986  
**Marital Status** : Married  
**Language known** : Malayalam, English, Hindi.

**Place:** Alappuzha

**SUNEESH .A.S**