



SAYOOJ. K

CONTACT

+971 522880906

sayoojsugathan@gmail.com

United Arab Emirates Dubai

Passport No : K 6223880

Date of Expiry : 26/ 06/ 2034

Nationality : Indian

Date of Birth : 11-06-1989

Marital Status : Single

UAE DRIVING LICENSE

License NO : 3738815

Date of Expire : 14/09/2024

ACADEMIC CREDENTIALS

BACHELOR OF COMMERCE | 2013

Kannur University

HIGHER SECONDARY | 2007

Board of Higher secondary
Examination Kerala

SSLC | 2005

Board of Public Examination, Kerala,
India

COMPUTER PROFICIENCY

- Oracle, SQL Server 2008, MS Access
- MS Office, Adobe Photoshop, Net working
- Windows XP, Windows Vista, Windows7, MacOS.
- Tally ERP 9, Quick Books, Peach tree accounting

ABOUT ME

Seeking an opportunity and better prospects in your esteemed concern to prove my efficiency and talent and to purpose an intellectually challenging career

WORK EXPERIENCE

ACCOUNTANT CUM OFFICE ADMINISTATOR | Nov 2015 - Oct 2019

IMPERIAL TRANSPORT LLC, DUBAI, UAE

Duties and Responsibilities

- Prepare Reports on Accounts Payable and Receivables
- Day to day maintenance of the petty cash fund, including: safeguarding, reconciling, and replenishing the fund
- Verifying employee's expenses, whether they are within the company guidelines or not.
- Posting of all petty cash transactions upon receipt of approval from management.
- Maintain proper filing of accounting documents.
- Preparing and monitoring the Daily Report of Diesel Consumption
- Screening phone calls and routing callers to the appropriate party.
- Preparation of cheques for suppliers and other trade creditors.
- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies
- Follow-up For Payment
- Monitor and Record Company Expenses

ABDUL AZEEZ CHA & FREIGHT FORWARDER, KERALA, INDIA

Duties and Responsibilities

- Handling and coordinating all related Logistics work
- Handling Export & Import Documentation, cargo handling operation field, Transportation & Rail out of Containers as per Vessel Planning
- Make Export Billing & Inter-Unit Billing through Focus Module
- To prepare Daily, Weekly & Monthly MIS Report handling container
- Handling all warehouse & inventory activities.
- Conducted daily inventory analysis

SALES & ACCOUNT ASSISTANT |

KTC HYUNDAI, KERALA, INDIA

Duties and Responsibilities

- To prepare daily sales activity register
- To prepare petty cash payment.
- Monitor payment allocation
- Physical verification of inventory

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness, and a positive language
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

LANGUAGES

English
Hindi

INTEREST



Travelling Reading Driving

- Support duties related to accounts payable and accounts receivable functions
- Assist with preparation of financial and statistical statements and reports
- Analyses financial information in order to identify discrepancies
- Maintain confidentiality of all financial data

DECLARATION

professional through my 'Can Do' attitude, hard work, confidence personality, high motivation & always willing to work.