

CURRICULUM VITAE

NAME : SANGEETH SIVAN
ADDRESS : AL ROLLA STREET , BUR DUBAI , U.A.E
MAIL ID : sangeethsivadas28@gmail.com
MOBILE : +971528636795



CAREER OBJECTIVE:

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective and seeking a challenging position in the field of accounting so as to utilize my skills for organization and individual growth.

WORK EXPERIENCE:

Designation: Accountant

Company Name : PT.ALIKUTTY SALES TAX PRACTITIONER , MANJERI KERALA, INDIA

Duration: JANUARY 2019 TO JANUARY 2021

Job Description: ACCOUNTANT

- ❖ Prepare tax provisions schedules, returns, payments, reports and maintain a company's tax database.
- ❖ Find tax solutions to complicated tax issues or errors from incorrect tax filings.
- ❖ Identify legal tax savings and recommend ways to improve profits.
- ❖ Make sure that clients comply with federal, state and local tax regulations.
- ❖ Advise management the impact of tax liabilities and corporate strategies or new tax laws.

Designation: Accountant

Company Name: KPI & COMPANY CHARTERED ACCOUNTANTS, MANJERI, MALAPPURAM

Duration : February 2021 to August 2021

Job Description:

- ❖ GST Monthly return filing
- ❖ Tracked Cash Receipts and Petty Cash Expenditures And Prepared Daily Cash Book
- ❖ Configuration, Implementation & Support of General, Ledger Accounting, Accounts Payable, Accounts, Receivable, Asset Accounting & Controlling Areas.
- ❖ Ensure accurate calculation and distribution of salaries and other benefit to employees.

Academic Qualification:

CLASS/COURSE	NAME OF THE INSTITUTION	BOARD /UNIVERSITY	YEAR OF PASS
B.COM FINANCE	ERANAD TALUK CO- OPERATIVE COLLEGE MANJERI	CALICUT UNIVERSITY	2018
PLUS TWO	GOVERNMENT HIGHER SECONDARY SCHOOL KARAKKUNNU	KERALA STATE	2015
S.S.L.C	GOVERNMENT HIGHER SECONDARY SCHOOL KARAKKUNNU	KERALA STATE	2013

TECHNICAL EXPERTISE / ADDITIONAL CERTIFICATIONS

SOFTWARES : MS Office (Microsoft Word, Microsoft Excel and Microsoft Power Point).
Tally.ERP 9, Quick book , Peach tree

DIPLOMA IN CERTIFIED GST ACCOUNTANT from Academy for Information Technology and Management Studies Council (AITMS).

ADDITIONAL SKILLS

- ❖ Good communication skills and personality.
- ❖ Ability to listen analytically and act accordingly.
- ❖ Flexible and quick learner, dedicated and hard worker.
- ❖ Ability to work under pressure with minimum supervision.

PERSONAL SKILL

- ❖ Hard Work
- ❖ Honest
- ❖ Optimistic
- ❖ Self Confidence
- ❖ Positive Attitude
- ❖ Perfectionist

PERSONAL INFORMATION

Date of Birth : 28thMay, 1997

Home State :Kerala

Nationality :Indian

Passport No. : U4196835

Visa Type : Visit Visa

Visa Duration : 90 days

Visa Period : 20-10-2021 to 17-01-2022

Marital Status : Single

Interests and Hobbies :Watching Movies , Listening music , Playing football

LANGUAGES KNOWN

❖ **Communicative knowledge :** Malayalam , English , Tamil

DECLARATION

I do hereby declare that the information provided above is true to the best of my knowledge and belief.

SANGEETH SIVAN