



SAMEER K.P

| FINANCE | ACCOUNTS | ADMIN |

CONTACT



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OBJECTIVE

A profoundly talented individual with deep knowledge of principles and procedures of accounting and corporate finance seeks Accountant job

SKILL HIGHLIGHTS

- Financial Accounting & Reporting
- Account Finalization
- VAT
- Accounting System & Process
- Analytical Skills

IT FORTE

- TALLY ERP Software
- SAP Business One, FI/CO
- Peachtree
- Quick Books
- MS Excel (Advanced Excel), MS Word, MS Outlook

SUMMARY

- Bachelor of commerce (Computerized Accounting) with nearly 5 Year of experience in Accounts & finance.
- Accounts professional with 3 years' experience in tally, advanced excel and statutory compliances like TDS, GST & Payroll
- Skills in ERP Packages of SAP Business One, FI/CO, Tally 9.0, Peachtree, Quick Books
- Proficient with computer skills and comfortable with MS office packages, Excel, Internet and Emails
- Efficient in generating Daily reports and record upkeep
- Exceptional ability to quickly master new concepts, earning of new strategies as well as capable of working in-group & independently with excellent communication skills
- Demonstrated abilities to co-ordinate the efforts of a large team of diverse employees.

WORK EXPERIENCE

COMFY HOSPITALITY BANGALORE

Accountant

01-11-2019 to 31/08/2021

FOODCITY MARKET QATAR DOHA

Accountant

01-02-2018 to 05-08-2019

AMPLE MART HYPER MARKET

Accountant & Admin

01-08-2016 to 28-01-2018

ACCOUNTANTS SERVICE SOCIETY

Accountant

03-06-2015 to 15-03-2016

Responsibilities:

- Preparing GSTR-1 reports tally ERP 9.
- Handling monthly journal entries, accounts and various ledgers.
- Managing monthly sales and marketing expenses.
- E filing ITR for salaried Business and small proprietorship.
- Preparation of balance sheets.
- Preparation of final accounts – computerization of accounts of almost all types of business organization using Tally9.0, Peachtree, quick book.
- Preparation of various accounting reports like Ratio analysis, Income & Expenditure statements, Bank Reconciliation statement etc.

STRENGTHS

- Confidence
- Hardworking
- Public speaker
- Ability to motivate others
- Good cricket and football player
- Human resource managerial skill
- Personality development trainer

PERSONAL SKILLS

- Tenacious work ethic
- Ability to meet deadlines
- Keen to learn
- Positive attitude

PERSONAL DETAILS

Date of Birth : 15-11-1993

Marital Status : Single

Address :M42 , Mussafah
Industrial, Abu Dhabi
UAE

Nationality : Indian

Passport No : P1503711

Vis Status : Visit Visa

Languages

- English
- Hindi
- Malayalam
- Kannada
- Tamil

- Preparation of Cash Book – Purchase Day Book – Sales Day Book – Purchase Return Book – Sales Return Book – And other Subsidiary Books.
- Preparation of Purchase Register – Sales Register – Cheque Receivable Register – Cheque Payable Register
- Writing up of book and finalization of accounts of Trading, Manufacturing, Service and Nonprofit Organization

Skills in Latest ERP Packages SAP FI/CO and Business One

- Configuring and Customizing the FI/CO modules and its Functionality in SAP R/3.
- I am Involved in FI modules i.e., G/L, A/P, A/R and AA
- Maintain Configuration between the FI – GL (General Ledger)
- Maintain Configuration between the FI – Vendor (Accounts Payable)
- Maintain Configuration between the FI – Customer (Accounts Receivable)
- Maintain Configuration between the FI- AA (Asset Master Data)
- Good knowledge of APP (Automatic Payment Program)

ACADEMICS QUALIFICATION

KANNUR UNIVERSITY / 2015

Major: **B.com**

55% of Mark

KERALA BOARD OF HIGHER SECONDARY EXAMINATION/ 2015

Major: **Plus Two**

62% of Mark

KERALA BOARD OF HIGHER PUBLIC EXAMINATION / 2010

Major: **SSLC**

73% of Mark

DECLARATION

I hereby that the above-mentioned information is true and correct and I Bear the responsibility for the correctness of the above-mentioned particulars

Date:

Place:

(SAMEER K.P)