

SREERAJ G S

CONTACT

✉ sreerajs77@gmail.com

☎ +971566778745

📍 Karama - Dubai



OBJECTIVE

Dedicated and experienced accounting professional having exposure in sales and accounts with proven track record in managing finances for medium sized business organizations, Seeking an opportunity to work in an environment that encourages to grow and succeed professionally by utilizing the skills and knowledge effectively.

PROFESSIONAL EXPERIENCE

Feb 2020 - Jan 2022

- **Accountant**

Indian Glass House, Kerala, India

- Record and Manage day-to-day financial transactions to maintain accurate, complete and timely information to achieve overall business objective.
- Review GL Accounts on daily basis and update all necessary transactions as per statutory requirements.
- Review vendor invoices for appropriate documentation and approvals before payment to ensure receiving of credit note to tally the creditor's statement of account.
- Manage the company's petty cash operations through proper inspection and payments of bills, receipts and cash count.
- Process data to determine balance, differences, adjustments and totals to reconcile accounts payables, receivables and intercompany accounts.
- Apply and maintain the monthly closeout checklist to meet closing deadlines.
- Process the check and ensure timely bank payments by verifying documentation, and requesting disbursements.
- Prepare all bank accounts reconciliation on monthly basis, review and record all kind of bank expenses and suggest cost reduction.
- Conduct database backups when necessary.
- Accountable for the monthly close as well as maintenance of all accounting ledgers, monthly review of all account reconciliations/journal entries, and perform the initial review of company's financial statements.

- Compile and analyze financial information and documents to prepare books of accounts and liaise with auditor for finalization.

Jan 2019 - Feb 2020

- **Accounts Assistant**

M/s. Accounts India, Kerala, India

- Provide support to the Accounts Department.
- Data gathering
- Receive and store invoices.
- Prepare and post journals and update ledgers.
- Responsible for client billing and settling payment disputes.
- Logging daily entries in accordance with accounting policy.
- Process employee expenses.
- Maintenance of business documents.
- Prepare monthly and annual accounts.
- Use digital systems to keep records and create payments.
- Issue and manage bank check.
- Liaise with audit Office for fact checks, and resolving discrepancies.
- Admin tasks as needed including answering phones, responding to email enquiries etc.

April 2017 - Sep 2018

- **Sales Executive**

RPC Paper Mills, Kerala, India

- Use consultative sales approach to develop long-term customer relationships.
- Identify, qualify and sell to new prospects.
- Develop close customer relations through on-site and customer visits.
- Establish and maintain regular contact with customers.
- Identify business opportunities.
- Negotiate the terms of sales agreements.
- Keep accurate records of all sales and prospecting activities.
- Interpret data to understand market trends.
- Manage multiple customer accounts simultaneously.

EDUCATION

2016

- **Master Of Business Administration**

Mahatma Gandhi University, Kerala

2014

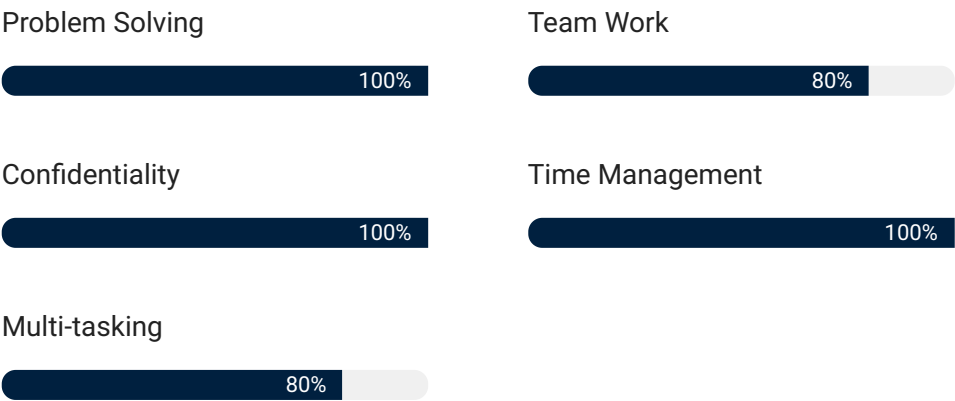
- **Bachelor of Commerce**

Kerala University, Kerala

PERSONAL DETAILS

- Date of Birth : 05/07/1993
- Marital Status : Single
- Nationality : Indian
- Passport : S 1890958
- Expiry Date : 10/06/2028
- Visa Status : Visit Visa

SOFT SKILL



HARD SKILL

- Tally ERP 9
- Bank Reconciliation
- Books Of Accounts
- MS Office
- Inventory Bizz

LANGUAGES KNOWN

- English - Native / Bilingual Proficiency
- Hindi - Professional Proficiency
- Tamil - Professional Proficiency
- Malayalam - Native / Bilingual Proficiency