

SAYOOJ.K.S



Permanent Address

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Passport Details

Passport Number : T6905682
Date of expiry : 05/08/2029
Visa Status : Visit Visa

Personal Data

Date of Birth : 10th - April 1996
Sex : Male
Nationality : Indian
Marital Status : Single

Languages Known

English : Read, Speak, Write
Hindi : Read, speak, Write
Malayalam: Read, Speak, Write
Tamil : speak

CAREER OBJECTIVE

Ambitious and self-motivated individual with professional experience, excellent knowledge of financial modeling and reporting, and working knowledge of Tally seek a position of Finance and Accounts manager at ABC Ltd. My learning, knowledge and skills will making a significant contribution to the success of the company

EXPERIENCE

- **Junior Accountant** at Signmax Creations, Thrissur, Kerala From January 2020 to August 2021

Duties and responsibilities

- Assist with the preparation of financial statements
- Analyze and reconcile bank statements and general ledgers
- Post journal entries for accrued expenses and revenue
- Prepare and file local compliance reporting as necessary
- Assisting the clients requirements

- **Equity Advisor** at Karvy Stock Brocking Limited (KSBL), Hyderabad. from July 2019 to December 2019

Duties and responsibilities

- protecting customer portfolio
 - Analyze security performance and pricing
 - Develop forecasts and projections
 - provide investment advice
 - monitor industry trends and news
 - prepare internal and external reports
- Internship at west fort hospital ,Thrissur, Kerala, from march 2019 to April 2019
 - Sales man Dream Girls Textile, Thrissur, Kerala (2016-2017)

CERTIFIED COURSES

- **NISM** (National Institute of Securities Market)
- Startup India Learning Program April 2018.
- **TALLY. ERP 9**
- Soft Skills Training from SONA YUKTI, Pvt. Ltd.
- Value added course

ACADEMIC DETAILS

- **MBA (FINANCE & HR)** – Calicut university, Kerala, India (2017-2019)
- **B.com (FINANCE)** - Calicut University, Kerala, India (2013-2016)
- **Plus-two** – Board of higher secondary examination, Kerala, India (2011-2013)
- **S.S.L.C** - Board of public education, Kerala, India (2010-2011)

STRENGTHS

- Fast typing speed and proficiency with Microsoft Office suite.
- Achievement oriented & task oriented with good communication skill.
- Very friendly nature, ability to handle critical situations.
- Creative and proactive.
- Strong positive attitude, great team player.
- Flexibility and willingness to achieve progress of the company.

EXTRA CURRICULAR ACTIVITIES

- Student council chairman of ELIMS college in 2018-2019
- Co-ordinator of Grand management fest ELEGANZA 2K17, ELIMS college
- Hatrick in club activity
- Dance-1st runner up in management fest,
- Member of TMA (Thrissur Management Association)
- Entrepreneurship Development Club member.
- Social club member.
- College Football team captain.
- College cricket team player.

COMPUTER AWARENESS

- Operating systems : Windows, Linux.
- Office Application : Microsoft Word, MS Excel, MS PowerPoint,
- Accounting software : Tally ERP 9
- Application software : Photoshop, Moviemaker

DECLARATION

I hereby declare that all the information furnished above is true to the best of my knowledge.
And if you could provide me a chance to work with your esteemed organization, I will
perform my duties to satisfaction of my superiors and management.

Place:

Yours faithfully,
SAYOOJ.K.S