

RESUME

SARATH.S.SHAJI



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Mail Id

sarathadoor62@gmail.com

Date of Birth

25/11/1997

Gender

Male

Nationality

Indian

Marital status

Unmarried

Religion

Hindu

Passport Details

Passport No : S7262629

Date of Issue : 28/12/2018

Date of Expiry : 27/12/2028

Place of Issue : Trivandrum

Languages

English,

Malayalam

Address

VALIYA VILAYIL

PUTHUMALA PO

EZHAMKULAM

PATHANAMTHITTA

PIN: 691554

Interests & Hobbies

Travelling, Music

Career Objective

“Intend to establish myself as a Professional in a reputed company where I can utilize my experience and skills effectively for the organization and improve my personal caliber”.

Professional Strength

Dynamic, Energetic, and enthusiastic with **ONE** year work experience in accounts. Adept at driving growth of company goals. Responsible for recording analyzing and reporting business transactions.

Educational Qualification

BCOM CO-OPERATION (KERALA UNIVERSITY) 2015-18

MCOM FINANCE & TAXATION (MG UNIVERSITY) 2018-20

Professional Experience

Worked as **Accountant** at We R Tax Practitioners & Accountants, Thiruvananthapuram (Since Sep 2020 to Jan 2022).

A consultant firm providing income tax and accounting related services to individuals and companies.

Computer Skills

- Tally.PRIME
- Peachtree
- Quick books.
- MS Office

Strengths

- Listening and Quick learning skill.
- Hardworking
- Team player.
- Good Analytical skills.
- Organizing Skills
- Flexible and adaptable to the new environment.
- Honesty

Work Description

- Up to Finalization of Accounts.
- Day today accounting works.
- Payroll
- Maintaining Petty Cash.
- Preparation of Trial Balance and Profit and Loss Accounts.
- Monthly closing and reporting to Management.
- Preparation of Bank Reconciliation Statement.
- Handling of all Account Payable and Receivables.
- Inventory Maintaining.
- Maintaining clients' ledgers and reconciliation.
- e-Filing

Declaration

I hereby declare that the above information is true and correct to the best of my knowledge and trust that my qualification will meet your consideration.

SARATH S SHAJI

Place:

Date: