



SIVARAJ NS



CONTACT

@ sivarajns25@gmail.com
+971 56 551 5817, +971 50 632 9725, WhatsApp : 00919946483435
Makani No: 3838798076 Al Mashraf- Al Qusais industrial Area second Dubai, UAE



OBJECTIVE

To pursue and excel in a growth-oriented organization in order to utilize my skills and experience for the growth and prosperity of the organization which will simultaneously facilitate my career and professional growth.



EXPERIENCE

STEPPING STONE ACCOUNTING CONSULTANCY KOZHIKODE-

June, 2021 - March, 2022

Assistant Accountant

Duties & Responsibility :

- Preparation and finalization of accounts of Trading, Manufacturing and Service Organizations using Tally.
- Preparation of GST Reports in Tally.
- Maintain invoices
- Making correction of inaccurate entries.
- Maintain input & output VAT details on monthly wise.
- Preparing monthly ageing reports as per due date of customers.
- Checking import and export declaration with invoices & VAT summary.



SKILLS

Computer Skills: Knowledge of Accounting Practices.
Proficiency in Accounting Software.
Ability to Prepare Financial Statements.
Knowledge of General Business Practices.
Ability to Analyze Data.
Critical Thinking Skills.
Accounting Organizational Skills.
Time Management Skills.
Key Skills: Good Communication skill
Optimistic and self-confident
Flexible & Ambitious
Ability to work independently on accounts
Easily Adaptable



LANGUAGES

English
Hindi
Malayalam
Tamil



EDUCATION

University of Calicut, Kerala

Graduated in Bachelor of Commerce

Completed the Post Graduate Diploma in Corporate Accounting & Management



REFERENCE

References available upon request.
- ""



ADDITIONAL INFORMATION

Personal Information

Sex & Age : Male, 22
Date of birth : 2 April, 2000
Nationality : Indian
Passport No : S2911596
Visa Status : Tourist Visa
Visa validity : June to August 2022
Marital Status : Single