****SACHIN K.S

**MOB# +918921682351**

**EMAIL: sachin.shiyas100@gmail.com**

CAREER OBJECTIVES :

As an experienced Finance professional, looking forward to extent my carrier in an esteemed organization, where I could utilize the skills and knowledge acquired and add value to functions of organization, for the mutual benefit.

SKILL SETS :

* Good knowledge in Accounting of various business organizations
* Expert in Various Audit like Statutory Audit, Internal Audit and Stock Audit
* Good knowledge in Accounting Standard and Auditing Standard
* A team member, Problem solver & Quick learner able to gain mutual trust and confidence of the team.
* Pleasant personality coupled with impressive communication skills to develop long lasting relationships with clients/suppliers and colleagues.
* A highly motivated individual accustomed to work in challenging environments.
* Excellent in Tally & MS Office.
* Willingness to learn.

EXPERIENCE :

SATHISH JOHN & CO CHARTERED ACCOUNTANTS

IRINJALAKUDA, THRISSUR, KERALA

From July 2017 to July 2020 ( 3Years )

**Designation:** Assistant Auditor cum Accountant

Responsibilities:

* Conducting Statutory Audit, Internal Audit and stock audit.
* Conducting Audit at various organizations E.g. Bank, Financial institutions, Hospital, Charitable Organization, Manufacturing and trading organizations etc.
* Checking Accounting transactions by supporting document such as Bills, Invoices&Receipts., Bank statements etc.
* Working closely with accounts manager and sorting out problems in the accounting system.
* Preparation of Bank Reconciliation Statement, Sundry Creditors Reconciliation Statement etc.
* E-filling of Income tax Return, GSTReturn, VAT Return.
* Preparation of Project Report and Projected Financial Statement.
* Preparation and finalization of Financial Statements.
* Analyzing financial condition of the company by collecting and interpreting financial data.
* Consulting and advisingclient about Accounting maters and various Laws like Income Tax,GST.VAT,Companies Act etc.

ACADEMIC DETAILS:

* M.com ( University Of Calicut )
* B.com ( University Of Calicut )
* Tally, MS office ( All Applications )
* PDCFA (Professional Diploma in Computerised Financial Accounting)

TECHNICAL SKILLS :

* MS office (Word, Excel, Access, Power point)
* Tally.ERP 9
* SAP Accounting
* Winman CA ERP

PERSONAL DETAILS :

* Name : Sachin K.S
* Nationality : Indian
* Religion : Hindu
* Date of Birth : 27-07-1995
* Languages Known : English, Malayalam, Hindi

DECLARATION :

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of above mentioned particulars.

SACHIN K S