



# SARATH M S

## CONTACT ADDRESS

Mambarambath (HO),  
Nhamanghat (PO), Thrissur  
Kerala – 679563

## PHONE NUMBER

+971 562402073

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## PERSONAL DETAILS

Fathers Name : Suresh MV  
Sex : Male  
Material Status : Single  
Nationality : Indian  
Date Of birth : 18/02/1998  
Passport Number: 9598259  
Passport Expiry : 19/02/2028

## LANGUAGE

English  
Hindi  
Malayalam  
Tamil

## OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## EDUCATION

- ❖ SECONDARY SCHOOL LEAVING CERTIFICATE S THIRUVALAYANNUR, THRIS-SUR.
- ❖ BOARD OF HIGHER SECONDARY EXAMINATION CERTIFICATE  
AKSHARA COLLEGE VA-  
DAKKEDKAD
- ❖ DEGREE  
B COM FINANCE  
CSJMU UNIVESITY KANPUR
- ❖ DIPLOMA IN VIRTUAL INTERACTIVE BUSI-  
NESSEXPERIMENT SYSTEM (VIBES)  
BHARATHIYAR UNIVERSITY COIMBATORE
- ❖ DIPLOMA IN MANUAL & COMPUTERIZED ACCOUNT-  
ING  
Accountants Academy Vadakkekad
- ❖ BUSINESS LOGISTICS (Material Management Ware-  
housing & Inventory, Export Procedures, Commercial  
Shipping, Multimodal Transportation)  
Sree Shankaracharya Computer Centre Kunnamkulam

## COMPUTER QUALIFICATION

- ❖ MS office
- ❖ SAP FICO
- ❖ Peachtree
- ❖ QuickBooks
- ❖ Trad easy
- ❖ Tally ERP 9

## EXPERIENCE

### **One Year of Experience as an Accountant in PRABHATH SAREE MANDIR, Althara. – 2021 – 2022**

- ❖ Coordinate with external auditors during the audit period
- ❖ Recommend solutions to complex accounting functions
- ❖ Review detailed quarterly and annual financial reports with analysis for submission to executives.
- ❖ Responsible for year-end close and accounts reconciliations
- ❖ Prepare a comparative analysis of the department budget and expenses
- ❖ Developed and maintained positive relationships with clients
- ❖ Handled sensitive information in a discrete and careful manner
- ❖ Applied payments to merchant accounts and updated billing info
- ❖ Performed monthly bank reconciliations to various cash accounts
- ❖ Prepared, reviewed, and analyzed quarterly and annual financial statements to present to executive

### **One year of working experience in Function and Procedures of Various offices as a part of our vibes course (Sree Sankaracharya Computer center Kunnampalam) 2020-2021**

## ADDITIONAL PROFILE

Self-motivated & always interested to learn new skills. Great team worker, diligent, honest & efficient, with respect to time & resources. Able to communicate with different kinds of people from different cultures and environments.

## **Declaration**

I hereby declare that the information is correct and accurate. I solemnly declare that all the information furnished above is free of errors to the best of my knowledge.

Place: RAS AL KHA IMAH, UAE

**SARATH M S**

Date