



Sarun Sajeerv

Accountant

S/O SAJEEVAN V S ,VELICHENAPARAMBIL HOUSE

PANAMUKKU, NEDUPUZZHA P O

THRISSUR -680007, KERALA, INDIA Phone: +918281611057, +917012756375

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CAREER OBJECTIVE:

To work as accountant in a firm with a professional work driven environment where I can utilize and apply my knowledge, Skills which would enable me to grow while fulfilling organizational goals.

PERSONAL STATEMENT:

I am a punctual, honest, and reliable person. I consider myself to be hard working and enjoy learning and I ensure that I will do my work with full dedication and enthusiasm.

EDUCATIONAL CREDENTIALS

QUALIFICATION	UNIVERSITY/ BOARD	YEAR OF PASSING	P E R C E N T A G E
B B A	University of Calicut	A p r i l 2 0 1 5	6 7 % (F i r s t c l a s s)
PLUS TWO	Board of Higher Secondary Examination	M a r c h 2 0 1 2	5 7 % (2 n d c l a s s)
S S L C	Board of Public Examination, Kerala	M a r c h 2 0 1 0	6 7 % (F i r s t c l a s s)

EXPERIENCE

- ❖ 6 months experience as **Accounting Assistant** in 'Jhony Paul & Co', Thrissur – **INCOME TAX Consultant** (Jan 2016 – June 2016)

Duties and Responsibilities held:

- Preparing vouchers, cash book ,general ledger, trial balance ,stock register and final statements like trading and profit and loss account, balance sheet, bank reconciliation statements and VAT returns of different firms.

- ❖ **1 Year experience Accounting Assistant. In Eminent Automotive (P) Pvt. Ltd, Marathakkara, Thrissur (July 2016 - July 2017)**

Duties and Responsibilities held:

- Inventory check and monitoring on customized system applications and monitor stock and schedule stock taking activities.
- Coordinating with Bank regarding LC and BG transactions.
- Preparation of Journal Entries, Reconciling & analyzing various GL Accounts.
- Preparation of Pay Roll, Cash Flow and MIS Reports.
- Payment and receipt entries.
- Purchase and sale entries.

- ❖ **7 months experience as Accountant In ‘ ROYAL ENFIELD’ MOTORADWORKS, Kunnampalam , Thrissur (Aug 2017 - Feb 2018)**

Duties and Responsibilities held:

- Payment entries and receipt entries – Passing purchase and payment entries.
- Handling insurance related matters in relation to renewals, declarations.
- Preparation of Journal Entries, Reconciling and analyzing various GL Accounts.
- Preparation cheque payments, cost statement
- Preparation of GST/VAT filing
- Preparation of TDS filing
- Preparation of project cost sheet

- ❖ **Currently Working as Accountant Executive in ‘ Nippon Toyota, Kalamassery. Ernakulam (Feb 2018 - Present)**

Duties and Responsibilities held:

- Perform daily Book keeping, Inventory & Non inventory Costing, Invoice accounting, payment, receipt, journal entries and posting.
- Preparing and analyzing the fund position on daily basis.
- Making timely payment to suppliers & subcontractors.
- Placing orders for as per the requests from all departments after consultation with head purchase.
- Checking all the purchase bills.
- Passing purchase and payment entries.

ADDITIONAL QUALIFICATION

- ❖ Computer Proficiency in TALLY 7.2
- ❖ TALLY ERP 9
- ❖ MS Office :- Word, Excel & Power Point
- ❖ Microsoft Dynamic NAV 2009

LANGUAGES KNOWN

- ❖ Malayalam
- ❖ English

HOBBIES

- ❖ Reading
- ❖ Driving
- ❖ Listening music, etc...

PERSONAL ATTRIBUTES

- ❖ Reliable
- ❖ Confident
- ❖ Sense of humor
- ❖ Focused
- ❖ Enthusiastic

PERSIONAL DETAILS

FATHER'S NAME	:	SAJEEVAN V S
MOTHER'S NAME	:	ASHA N C
AGE & DATE OF BIRTH	:	11 MAY 1995
NATIONALITY	:	INDIAN
RELIGION & CASTE	:	HINDU, EZHAVA
MARTIAL STATUS	:	SINGLE
PASSPORT NO	:	M7809808

DECLARATION

I hereby declare that the above mentioned details are true to the best of my knowledge and belief.

Sarun Sajeev

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