



SAJITH T S

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SYNOPSIS

An enthusiastic, reliable, and optimistic Accounts professional who holds the professional credential of **Master of Business Administration and Bachelor of Commerce** and having more than 4+ years of experience in the field of Accounts.

WORK EXPERIENCE (Current)

Company : Airolink Building Contracting. LLC, Dubai, UAE
Position : Accountant
Period : From 2019 October (Current)

Company Profile

Airolink is a construction Group, was founded in 2001 which has now over 4000 employees and has an extensive track record specializing in commercial, industrial, and residential projects with a particularly strong performance in concrete tilt-up and sustainable developments, its expertise is extensive and spans a wide range from pre-construction services to complete turn-key construction projects.

Duties and responsibilities - Accountant

- Verifying and approving the Accounting of client bills
- Preparation of various finance reports for management decisions
- Vendor Management.
- Perform Suppliers Reconciliation monthly and find out the variations in records.
- Verifying and approving the proper allocation all expense entries in the system (supplier, subcontractor, services, and Hire)
- Maintaining Accounts Receivables and Accounts Payable
- Proper Allocation of Overheads to respective cost center and Re Class.
- Periodic reconciliation of Bank Accounts and transfer the funds based on PDC cheques and other bank related liability.
- Maintaining the List of assets, calculating and posting entries for depreciation.
- Passing the related all closing entries and Preparing schedules as per the requirements of External auditors (Year end -Audit related).
- Accounting for purchase, hire and subcontractor bills.
- Reconciliation of vendor ledger and arranging the payments based on payments terms and site urgency.
- Verifying security instruments before releasing the advance (Bank guarantee/security cheques)
- Bill-wise allocation of payments.
- Accounting for purchase, hire and subcontractor bills.

WORK EXPERIENCE (PREVIOUS)

Company : Eastern Cashew Exports And Imports -Kollam, India
Position : Accountant
Period : From Oct 2017 to Sep 2019

Duties and responsibilities - Accountant.

- Filing monthly and quarterly returns of KVAT etc.
- Income tax filing.
- Preparation of E- Filing.
- Periodic reconciliation of Bank Accounts.
- Vendor account reconciliation.

EDUCATIONAL QUALIFICATIONS

- **Master Of Business Administration**
- **Bachelor of Commerce (Accounts & Cooperation, Kerala University)**

SKILLS

Computer:

Build Super-Fast Accounting software, Tally, and CIMS-Customized Construction Software, MS office applications- **Advanced Excel**, Word, Power point and Outlook.

Languages:

Excellent skills in English, Hindi, Malayalam and Tamil.

Quality:

High leadership, planning and organizational, abilities.
Good knowledge and skills in Accounting and Analytics.
Good business documentation skills.

PERSONAL PROFILE

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| • Nationality | : Indian |
| • Birth date | :13/05/1993 |
| • Marital status | : Single |
| • Visa status | : Employee Visa |
| • Notice Period | : 15/30 Days |