**SIKHA VINOD**

Total Experience : 2 + Years

Mob : 7510668931

Email : [sikha.akhiii@gmail.com](mailto:sikha.akhiii@gmail.com)

Location : Irinjalakuda,Thrissur

**RESUME :- ACCOUNTANT COM OFFICE STAFF/ADMIN ASSISSTANT/RECEPTIONIST**

**Profile Summary**

An efficient Accountant with more than 2 years of experience india and UAE. Extensive knowledge of the accounting in tally erp9 .strong analytical skill, including assessing conditions and implementing appropriate intervention .Outstanding design and conceptual skill with motivational abilities to lead a team dedicate to producing the best work following safety measures and meeting project requirement and standard.

**SKILLS**

Focused and highly organized accounting professional with a track record for executing all accounting activities with accuracy and efficiency.

* Having comprehensive knowledge about auditing and accounting principles, A/R, A/P, general ledger maintenance, taxation issues, regulatory compliance guidelines and invoicing.
* Expertise in developing monthly, quarterly and annual Profit &Loss statements and preparing Balance Sheets within strict deadlines.
* Ability to analyse cost control and provide timely financial reports to the management supporting the corporate goals.
* Capable of implementing new technologies that streamline the accounting process, provide better efficiency and productivity.

**OBJECTIVES**

* Contribute resourcefully and creatively to turn innovative ideas into effective results.
* Ceaseless effort to be a motivated team worker and learner towards reaching pioneering goals.
* To work, learn and grow up in a leading technology organization.

**EXPERIENCE**

* **Accountant**

SREE MURUGAN ENGG. INDUSTRIES – Chalakudt – Kerala – India.(MAY 2020 – Present)

* **Accountant**

AL Shola Transpoting & Contracting co.LLC – Dubai – UAE. (02-01-2020 - 24-02-2020)

* **Clerk**

Karalam Service Co-operative bank Irinjalakuda – Kerala – India.(02/08/2017 –15/08/2018)

**EDUCATION**

St Joseph’s Collage , Irinjalakuda , Thrissur, Kerala-India 2016

**Bachelor of Commerce with finance**

Joseph Mundassery Cooperative Training Collage , Thrissur, Kerala –India 2019

**Diploma : Accounting , Auditing and Banking**

Gvt . Models Girls Higher Secondary School, Irinjalakuda , Thrissur ,Kerala –India 2013 **Higher Secondary Education : Secondary Education**

Don Bosco Higher Secondary School , Irinjakakuda, Thrissur, Kerala-India 2011 **SSLC**

**PROFESSIONAL SKILL**

Pursuing **Cost and Management Accountant(CMA)**

**COMPUTER KNOWLEDGE**

* Tally erp 9
* HTML
* MS Office Word
* MS Excel

**PERSONAL DETAILS**

* Date of Birth : 09/12/1994
* Nationality : Indian
* Visa status : Visit Visa
* Marital Status : Married

**DECLARATION**

**I here by declare that the above furnished are true to my knowledge and belief .**

**Date**  **SIKHA VINOD**