



SANJITH S

ACCOUNTANT



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Abu Dhabi, UAE



CAREER GOAL

I intend to work with the utmost of my abilities to provide the sort of efficiency, effectiveness and discipline expected from any employer. At the same time, I would like to learn from the experience I would be fortunate enough to gain during my work period in order to further enhance my abilities in the professional arena. I have total experience of more than **3 years**, which were in books of accounting, which included preparing day book, cash book, journals, and other related accounting practices and banking activities through ERP Applications.



EDUCATION

Bachelor's in commerce | 2018

Kerala University, India

Specialized in Taxation & Finance.

Professional Diploma in Computerized Financial Accounting | 2018

Kerala State Rutronix, India

Higher Secondary School |2015

Kerala Board, India



WORK EXPERIENCE

Accountant | December 2020 - 2022

CARAVAN PAINTS, Kerala

- Handle accounts payable, receivables & general accounts.
- Monthly Bank account reconciliation.
- Documentation and Process Vendor & Customer tax invoices.
- Handling deposit of daily sales and Manage petty cash for office.
- Resolving credit cards problems.
- Periodical reconciliation of supplies and customer's account.
- Preparation of Vendor Payment depends on credit limit.
- Verifying and Filing records of debtors, creditors, receipts and payments.
- Contact other departments and outside agencies resolve common problems.
- Reconcile with other concern outlets and Coordinate with internal and external auditors.
- Conducting regular Stock Audits .
- Preparing month end Closing Stock, Trading and GP account



WORK EXPERIENCE

Accountant | December 2018– December 2020

Optima Accounting Solutions, Kerala, India.

- Post and process journal entries to ensure all business transactions are recorded.
- Update accounts receivables and issue invoices.
- Update accounts payable and perform reconciliation.
- Assist in the processing of balance sheet, income statements according to legal and company accounting and financial guidelines.
- Assist with reviewing of expenses, payroll records etc. as assigned.
- Update financial data in database to ensure that information will be accurate and immediately available when needed.
- Prepare and submit weekly/monthly reports.
- Assist senior accountants in the preparation of monthly/yearly closings.
- Assist with other accounting projects.
- Perform other job-related duties as necessary.
- Preparing audit plans and programs to ascertain the nature, timing and extent of audit procedures.
- Maintaining good client relations.
- Overseeing the day-to-day accounting functions.
- Implementing and maintaining proper accounting systems and internal controls.
- Responsible for collecting funds from Debtors.
- Accounting services to clients.



SOFTWARE PROFICIENCY

- Tally ERP 9, Tally prime
- Pearl XP
- Microsoft Word, Advanced Excel, Power point, Outlook etc.



PERSONAL DETAILS

- Date of Birth : 25th August 1997
- Gender : Male
- Marital status : Single
- Nationality : Indian
- Languages Known : English, Malayalam Tamil & Hindi.
- Hobbies : Listening music & Playing cricket.
- Passport details : No: **T8150466** (Expiry- 09/08/2029)
- Permanent address : Sajith Manzil, Curzon Nagar- 76, Kottamukku Cutcherry P.O, Kollam Pin-691013



DECLARATION

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

Date:

Abu Dhabi

SANJITH S