

		<p style="text-align: right;"><u>SUJITH.S</u> Permanent Address Puthuvalvilveedu Cherunniyoor(P.O) Varkala Pin-695142</p>
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<u>Objective:</u> To be associated with progressive and growth oriented organization that gives scope to apply my tal- ent and skills with hard work and determination. And to be part of the team that dynamically works towards the growth of the organization.
<u>Study Summary:</u> <div style="margin-left: 40px;"> <input type="checkbox"/> <u>Graduate in B-Com(Co-Operation)</u> from KERALA University. <input type="checkbox"/> <u>Proficient in MS Office, Tally 8.1</u> and Operating knowledge in Tally 9 </div>
<u>Experience:</u> <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> Currently working as a Cashier in FLAMINGO Hotel kazakootam <u>Job Profile</u> <div style="margin-left: 40px;"> <input type="checkbox"/> Make petty cash disbursements according to established guidelines. <input type="checkbox"/> Check and follow up on all bills on hold. <input type="checkbox"/> Reconciling daily cash submissions from the various departments in the hotel and for consolidating the bank deposits daily. <input type="checkbox"/> Preparation of Forex transactions <input type="checkbox"/> Assist in cashier training and be available as needed to support cashiers in resolving problems in cash handling procedures <input type="checkbox"/> Perform any additional duties as assigned by department Manager. </div> </div> <div style="margin-left: 20px; margin-top: 20px;"> <input checked="" type="checkbox"/> Worked as an Accountant in charge of a branch at Trivandrum at Sujina Manpower <u>Job Profile</u> <div style="margin-left: 40px;"> <input type="checkbox"/> Preparation of Bank Reconciliation Statements and helping the audit team in passing entries to tally the bank reconciliation. <input type="checkbox"/> Preparation of Reconciliation statements of HO/RO Accounts. <input type="checkbox"/> Preparation of Forex transactions and completing Forex Audit on monthly basis </div> </div>

- ☐ Preparation of various Receipts and Payments of branch with day Book
- ☐ Look after Stock reconciliation & stock ageing for Depots & Factory.
- ☐ Preparation of Internal records of office relating to staff and other Statutory Records and Registers maintained at branch

- ☐ Preparation & reporting of business position as on the date of audit.
- ☐ Preparation of Bonus/Ex-gratia payment documents.
- ☐ Ensuring Cash Flow
- ☐ Submission of periodical reports & MIS and Day to day correspondence.

- Experience as tutor for MS Office, Tally

During the period I could get experience in the following .

- Robi Associates (2011-2013)
- Avj Group (KK Rocks & Granites India Pvt.Ltd)

Educational attainments:

- **B.com with Second Class from KERALA University. in the year march 2011**
- **Plus Two with First Class from Board of Higher secondary Kerala in the year March 2008**
- **SSLC with Distinction from Board of Examination KERALA in the year March 2006**

Personal Performa:

Date of Birth	:	31-05-1990
Nationality	:	Indian
Religion and Cast	:	Hindu, Asari
Areas of Interest	:	Meeting new people, Learning New things
Languages Known	:	English & Malayalam
Gender	:	Male
Marital Status	:	Single

Declaration:

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

Place: Trivandrum

Date:

