

SANU N S

Accountant



Contact Details



+971 50 253 7473



sanuashik95@gmail.com



AL Mahatta, Sharjah, UAE

Personal Details

- Nationality: Indian
- Marital status: Married
- Languages known: English & Malayalam
- Passport Details: U6626808 valid till 2030
- Visa: Visit Visa (Ready to convert spouse Visa)

Skills

- Tally Prime
- Peachtree (Sage)
- Quickbooks
- Zoho Books
- Advanced Excel

References

Mr. VISAL.P. S
Tax Practitioner
WE R TAX PRACTITIONERS &
ACCOUNTANTS, Attingal
+91 96056 83828

About me

"Intend to establish myself as a Professional Accountant in a reputed company where I can utilize my experience and skills to add value to the organization and, in turn, enhance my knowledge and sharpen my skills".

Experience

Worked as an **Accountant** in **WE R TAX PRACTITIONERS & ACCOUNTANTS** Attingal, Trivandrum, Kerala (**June 2022 to December 2023**)

A Consulting firm that provides Tax related & Accounting related Services to companies and individuals

Work Descriptions

- Executed double-entry bookkeeping, ensuring meticulous recording of financial transactions.
- Managed petty cash and maintained accurate records.
- Prepared trial balance and financial statements, contributing to the finalization of accounts.
- Handled GST return filings, ensuring compliance with tax regulations.
- Maintained detailed stock registers, overseeing inventory management.
- Conducted day-to-day accounting activities, including accounts receivable, accounts payable, and payroll processing.
- Monitored dues to and from the company, conducting periodic reconciliations.
- Prepared bank reconciliation statements, identifying and resolving discrepancies.

Education

- **M.Com, Kerala University, India.**
Graduated: 2017.
- **B. Com, Kerala University, India.**
Graduated: 2015.
- **Diploma in Indian & Foreign Accounting**
Practical Accounting Centre, Kerala, India.
Graduated: 2021.