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| **SAHAYA SATHYAN.M**,  1-139, R.C Street,  Manalikarai, Manalikarai Post,  Kanyakumari District,  Tamilnadu, Pin – 629 164  Mobile: +91-9159742776  E-mail: Sathyanscott@gmail.com |  |

**OBJECTIVE**

**To obtain a position that challenges me and provides me the opportunity to reach my full potential professionally and personally utilizing my abilities and years of experience in your organization that is progressive intellectually and technically and one in which practices collaborative leadership, integrity and honesty.**

**SUMMARY :**

* Monitoring day to day Sales / Ground stock and report to manager
* Reconcile debtor’s and creditor’s ledger every week basis.
* Prepare Budgeting, Cash flow, Variance analysis, BRS, etc.,
* To follow up and ensure collections from distributors with sales team as per credit terms.
* Trading, P&L, Balance sheet finalization every quarter & year end.
* Handling petty cash and bank transactions.
* To make Sales invoice / Delivery challan / Cash sales at the time of dispatch of goods.

**WORK EXPERIENCE :**

Presently Working as on Accountant “ **SNR Motors ”** from (Jan 2015to 2016) TVM Road Thuckalay.

**CORE COMPETENCIES:**

* Good leadership skills.
* Effective communication skills.
* Ability to maintain interpersonal relations.
* Exquisite organizational and management skills.
* Confident, Flexible in work and Honest.

**QUALIFICATION :**

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| **School/Degree** | **Institute Name** | **Board/University name** | **Academic Year** | **% of Marks** |
| M.B.A (Finance & HR) | Udaya  school of engineering, Nagercoil. | Anna University, Chennai. | 2015-2017 | 57.4 |
| BBM  (Bachelor of Business  Management) | Scott christian college, Nagercoil. | Manonmanium  Sundaranar University, Tirunelveli. | 2011-2014 | 62.3 |
| HSC | St.marry gorertty higher secondary school | State board | 2009-2011 | 67.6 |

**ROLES & RESPONSIBILITIES :**

* Manage all accounting transactions
* Update accounts receivable and issue invoices
* Update accounts payable and perform reconciliations
* Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
* Assist with reviewing of expenses, payroll records
* Prepare and submit weekly/monthly reports
* Examining expenses submitted by employees
* Document financial transactions by entering accounts information
* Keeping on incoming payment from accounts receivable and account payable
* Communicate effectively with client**.**

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| **CERTIFICATION:** |  |  |
| **Course Details** | **Academic Centre Details** | |
| Tally | CSC , Manday market | |

**TECHNICAL SKILLS:**

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| --- | --- |
| **Technical Area** | **Software Details** |
| Accounting Software | Tally ERP 9 |
| Operating System | Windows XP, 7, 8 and 10 |
| Utility Software | Ms excel,word,Office |

**ACHIEVEMENT:**

* Active NCC(National Cadet Cops) member in school and colleges
* Active blood donor for registered or organized hospital and club
* Divisional level 2nd prize in Swimming

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| **PERSONAL DETAILS:** |  |
| Name | : Sahaya sathyan.M |
| Father Name | : Manoharan |
| Date of Birth | : 13 Dec 1993 |
| Marital Status | : single |
| Gender | : Male |
| Languages Known | : Tamil,English,,Malayalam |
| Passport Number | : M5002225 |
| Passport Expiry | : 28-12-2024 |
| Nationality | : Indian |
| **DECLARATION:** |  |

I hereby declare that the information furnished above are true to the best of my knowledge and I assure to do my best of the job provided.

**Place: Manalikarai**

**Yours sincerely,**

**(Sahaya sathyan.M)**