

# **SANJU PHILIP**

Sharjah – UAE

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## **SUMMARY OF QUALIFICATION.**

- Thirteen years' experience in Practical background of Accounting.
- Experienced with the ability to adapt any Accounting System.
- Attended VAT Training.

## **PROFESSIONAL EXPERIENCE:**

**June 2018 – March 2021**

### **NATIONAL READYMIX CONCRETE CO LLC (LOOTAH GROUP OF COMPANIES)**

- Daily operation of the accounting department including the following
  - Banking – Follow up Deposits and TT Transfers.
  - Maintaining Petty Cash and Updating Credit Cards Transactions
  - Accounts Payable and Receivable.
- Maintaining Cash Management for releasing cheques and PDCs.
- Preparation of invoices to Customers.
- Periodically sending all the customers Statement after verification and follow up the payments.
- Refund calculation and Refund Processing.
- Keeping accounts of various suppliers and Customers.
- Preparation of Bank Reconciliation Statement.
- Payroll processing and maintaining all HR activities.
- Assisting Chief Account for monthly Account Finalizations including monthly accruals.

**September 2012 – February 2018**

### **ACCOUNTANT in FAIR MOUNT HOLIDAYS & TRAVEL LLC - UAE**

- Daily operation of the accounting department including the following
  - Banking – Follow up Deposits and Bank PV.
  - Cash Account (All the Branches) – Posting Cash RV and Cash PV.
  - Accounts Payable and Receivable.
- Review daily cash sales according to the collected money and prepare Daily Sales Report
- Preparing Invoices after verification of documents from the Consultant and daily follow up.
- Periodically sending all the customers Statement after verification and follow up the payments.
- Refund calculation and Refund Processing.
- Keeping accounts of various corporate clients, Travel agency and freelancer.
- Preparation of Bank Reconciliation Statement.
- Payroll processing and maintaining all HR activities.
- Assisting Chief Account for monthly Account Finalizations including monthly accruals.

May 2009 – August 2012

**ACCOUNTANT CUM ADMIN OFFICER in C. J TEC CONTRACING LLC - UAE**

- Banking – Preparing Monthly Bank Reconciliation Statements.
- Calculate & Distribute Wages & Salary.
- Looking after verification of Purchase Order, Delivery Chelan, Purchase Invoice & other related checking
- Ensuring day-to-day administrative functions of the office.
- Entering complete data inwards and Outwards Documents.
- Maintaining an up to date record of all employees passports visa & civil ID renewal and expiry details
- Management of staff leave/vacation records along with preparation of leave salary and gratuities.
- Preparing Enquiries and LPO's for the purchase of materials from site.
- Manage accounting, including accounts payable and receivable. Debtors Follow-up.

**TRAINING AND CERTIFICATIONS**

**Plantation Corporation of India – Kottayam – Kerala – India**

Completed Practical Office Functioning Training for 2<sup>nd</sup> semester of BCom.

**Cherian and Cherian Chartered Accountant Firm in Kottayam – Kerala – India**

Completed Auditing and Vouching Training for 6<sup>th</sup> Semester of BCom.

**Travel Accounting Software** : STAX

**Other Accounting Software** : Tally –  
: Oracle ERP-09

(Ready to adapt any Accounting System)

**DRIVING LICENCE** : UAE LIGHT VEHICLE

**EDUCATIONAL QUALIFICATION:**

Degree	University
Bachelor of Commerce (Accounting) 2005-2008	MAHATHMA GANDHI

**PERSONAL PROFILE:**

**Nationality** : Indian      **Passport No** : R0548107  
**Visa Status** : Visit Visa      **Date of Birth** : 06/03/1988  
**Gender** : Male      **Marital Status** : Married  
**Languages Known** : English, Hindi, Telugu & Malayalam.