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Palakkad, Kerala

Personal Details

Date of Birth : 25/05/1983
Gender : Male
Marital Status : Married
Nationality : Indian
Father's Name : N. Thangavelu
Address : Lakshmi Nilayam
Ayyapuram
Kalpathy PO
Palakkad- 678003

IT Skills

Software : Tally 6.3
Application : DCA & PGDCA

Skills

- Reliable and professional
- Critical Thinking
- Time management
- Problem-Solving Skills.
- Documents Maintaining
- Communication Skills
- Supplier Handling

CAREER OBJECTIVES

Competent professional accountant has more than 19 years of experience in the field of finance and accounting. I am looking for a position that utilize and challenge my talents.

EXPERIENCE

- Aswar Al Khadra LLC, Sultanate of Oman
Role : **Accountant**
Periods : Jan 2016 to Feb 2023
 - Preparing and analyzing accounting records and financial statements reports
 - To assess accuracy and conformance to reporting and procedural standards of the reports
 - Studying the reports given by auditors and CA and submitting it to the Management
 - Avoiding outstanding expenses and managing the petty cash
 - Establishing table of accounts
 - Assigning entries to proper accounts
 - Preparing periodic reports to compare budgeted costs to actual costs.
 - Making use of technology to develop, implement, modify, and document recordkeeping and accounting systems
 - Preparing forms and manuals for accounting and bookkeeping personnel
 - Provide internal and external auditing services
 - Valuation of company assets and liabilities
- Aswar Al Khadra LLC, Sultanate of Oman
Role : **Accounts Assistant**
Periods : Nov 2009 to Dec 2015
 - Using automated accounting systems for data input and to obtain reports
 - Responsible for maintaining accounting ledgers and performed account reconciliation
 - To maintain the status of funds.
 - To process accounting transactions
 - Handled customer inquiries
 - To maintain records of payment information.
 - Managing vendor accounts, generating weekly on demand cheques.
 - Handling payroll of 80 employees
 - Maintaining track record of company's expenses
 - Assisted In carrying out Company's internal Audit
 - Carried Out various Functions related with bank from loans to online banking

Hobbies

- Reading
- Traveling
- Playing

Driving License Details

Oman Automatic Driving License

Languages

- English
- Hindi
- Malayalam
- Arabic
- Tamil

- Placement Sales & Services Ltd., Pattambi
Role : **Branch Manager**
Periods : Feb 2008 - Oct 2009
- Placement Sales & Services Ltd., Pattambi
Role : **Junior Executive**
Periods : Apr 2007 - Jan 2008
- Consolidated Construction Consortium Ltd, Chennai
Role : **Site Accounts**
Periods : Dec 2005 - Mar 2007
- Value Ventures, Palakkad, Kerala
Role : **Accounts Assistant**
Periods : Aug 2003 - Nov 2005

EDUCATIONAL QUALIFICATION

- Executive Master Program in Business Administration - 2023
Imperial Institute of Management Studies
- B.Com -2003
University of Calicut
- Pre Degree - 2000
University of Calicut
- SSLC - 1998
GHS Kumarapuram, Palakkad

DECLARATION

I assure and affirm that this documents is an interpretation of my edificial and supplemental information specified here is true to the finest of my comprehension and to the best of my knowledge.

SIVAKUMAR. T