

ROSHAN SABITH T A

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Objective

To seek a responsible and challenging position within a reputed organization in the field of Accounts and invest all my professional skills, qualifications and experience to the optimum level to facilitate continued career growth and to produce best results for the Organization

Profile summary:

- ☐ Hold 3+ years Of Experience In Accounts
- ☐ Hold a Bachelor Degree in Commerce (B.Com)
- ☐ Well versed in using international and local accounting packages like Tally, Peachtree other customized accounting software & MS-Office, Internet.
- ☐ Having good experience in India as an accountant
- ☐ Friendly, enthusiastic and committed team player.
- ☐ A Quick learner and uses initiative to meet and resolve challenges.
- ☐ Knowledge of Typing Manual and computer (English).

Work Experience In MKH Venture (Joined in 2018 February) (Head Office Of Company Based In Building Materials)

Key responsibilities:

- ☐ Handling Statements Of Different Branches Of The Company
- ☐ Coordinate & provide support for all accounting activities for the company.
- ☐ Prepare monthly / weekly and other periodical financial& other management reports.
- ☐ Handle accounts up to finalization & prepare Profit and Loss account & Balancesheet
- ☐ Maintain Accounts Receivable & Payable ledgers, checking, verifying and posting supplier/vendors invoices.
- ☐ Petty cash handling & other Administration works as required by the department
- ☐ Generated income statements and prepared balance sheets, general ledger, checks and reports
- ☐ Entering sale bills purchase bills and calculation of Incentives for all Employess of the Firm
- ☐ Calculation of sale tax, purchase tax of the firm and make the payment of the tax
- ☐ Prepare Bank Reconciliation
- ☐ Maintain stock list of All products in the firm and make updation on time

Work experience in India:

Organization : CHARTERED ACCOUNTANT FIRM, INDIA.
Designation : Accountant
Duration : 2017-2018

Organization : PROFESSIONAL SCHOOL OF ACCOUNTING
Designation : Accountant
Duration : 2017-2018

Organization : MKH TRADING CENTRE
Designation : Accountant
Duration : 2018-2020

Key Responsibilities In Professional School Of Accounting

- ☐ Prepare accounts for different types of companies up to finalization.
- ☐ Prepare separate report Accounts Payable and Receivable for different firms
- ☐ Analyze monthly report of different companies and report to the Chartered Accountant
- ☐ Find the Liquidity, Safety, Profitability and Efficiency of the companies with the help of Ratios
- ☐ Report comment and suggest to the Chartered Accountant
- ☐ Analyze accounts payable and receivables functions for all the firms and inform them.
- ☐ Coordinate with statutory/government bodies for tax related purpose.
- ☐ Prepare and analyze cash flow statement of the different companies
- ☐ Analyze quarterly, half yearly and annually company accounts and reports.
- ☐ Monitored and recorded company expenses and incomes.

Academic Qualification

- ☐ Bachelor of Commerce – B.Com (Kannur University)
- ☐ Diploma in Computer Application –DCA.
- ☐ Diploma in Practical Accounting.

Technical Skills

- ☐ Accounting packages –Tally, Peachtree, Quick Books, Wings
- ☐ Proficiency in MS Office (excellence knowledge in EXCEL)
- ☐ Knowledge of Typing Computer and Manual (English)

Personal Information

Marital status : Single
Date of birth : 28/09/1995
Nationality : Indian
Languages : English, Hindi and Malayalam, Arabic Can Read and write