



SACHIN.E.K

ACCOUNTANT

Accurate and detail-oriented Commerce graduate with a passion for numbers. Proven ability to work independently and part of team.

Have 3 year Experience in Accounting, Bookkeeping & Administration assistant field. Through my education & work experience I have developed a deep understanding of general accounting & management operations combined with my solid interpersonal and problem solving skills. My vision and objectives have to achieve in organisational goals & growth. Seeking a challenging role in dynamic environment where I can further develop my skills.

Contact

Phone

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Email

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Address

KANHANGAD (PO)
PIN : 671315
KASARAGOD, KERALA
INDIA

Education

• DIPLOMA In ACCOUNTING & LOGISTICS.

Sree Sankaracharya pvt ltd.
2017-2018

• B.COM (CO.OPERATION)

DR.Ambedkar arts & science college.
Kannur University.
2014-2017

• +2 COMMERSE

(COMPUTER APPLICATION)
Higher Secondary
2013-2014

• SECONDARY (SSLC)

2013

Areas of Interest

- Accounting & Bookkeeping
- Administrative assistance
- Data Entry
- Management & Banking
- Customer Relationship
- Inventory control
- Information & Communication technology
- Marketing and Sales

Experience

○ 2018-2019

TVS Associates, Tax practitioners & finance consultants

Job position : Accountant

- Preparation of Final accounts
- Assisting, Preparation and filing of income tax returns
- Internal audit and Tax audit
- Checking and recording of bank statements
- Bookkeeping & Data entry

○ 2021

DEEPA Gold & Diamonds

Job position : Accountant & Administrative Assistant

- Preparation of Business reports
- Debt collection, Income & Expense reporting
- Banking operations
- Customer relationship
- Administrative assistant
- Stock management
- Sales and Marketing

Skills

- Accounting software (Tally, Peachtree, Quickbooks, Tradeasy and MS excel)
- Strong analytical, Communication & Negotiating skills.
- Self-starter with initiative.
- Ambitious, Hardworking and committed to excellence.
- Ability to work fast paced team oriented environment

Languages

English
Malayalam
Tamil
Hindi