

SARATH T

ACCOUNTANT | BILLING | CASHIER EXPERT

Contact No: +971 504096639 | **Email Address:** sarathkumarkadambur007@gmail.com | **Address:** Dubai, UAE
Digital Skills: Tally ERP 9, MS Excel (Pivot Tables, VLOOKUP), MS Word & PowerPoint, POS Billing Software
Languages Known: English, Hindi, Malayalam, Tamil | **Passport Number:** S204169

PROFILE SUMMARY

- Experienced Accountant with a strong foundation in billing, cashiering, and ledger management using Tally and other financial tools.
- Skilled in customer relationship management, resolving issues with professionalism, and maintaining smooth, error-free transactions during peak hours.
- Proficient in financial reporting, preparing audits, managing inventory, and ensuring accuracy across various billing and accounting systems.
- Completed digitization projects to streamline financial record-keeping, optimizing accuracy and accessibility of historical accounting data for future audits.
- Career goal: To contribute accounting expertise in a dynamic organization, utilizing my skills in finance, communication, and problem-solving.

KEY SKILLS

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|--------------------------------|------------------------------------|------------------------------|---------------------------------------|
| ✓ Tally Accounting Software | ✓ Audit Preparation Assistance | ✓ Purchase Order Matching | ✓ Problem-Solving Skills |
| ✓ Financial Reporting Skills | ✓ Ledger & Journal Entries | ✓ Financial Data Entry | ✓ Communication Skills |
| ✓ Billing & Invoicing | ✓ Cash Flow Monitoring | ✓ Expense Report Preparation | ✓ Time Management Expertise |
| ✓ Cash Register Handling | ✓ Customer Relationship Management | ✓ Stock Control & Tracking | ✓ Interpersonal Relationship Building |
| ✓ Inventory Management Systems | ✓ Sales Transaction Recording | ✓ Taxation & Compliance | ✓ Attention to Detail |

WORK EXPERIENCE

Rajadhani Restaurant, Kerala, India | Feb 2021 – March 2025

ACCOUNTANT | BILLING | CASHIER EXPERT

- Managed all accounting operations, ensuring smooth daily transaction processing, including invoicing and billing for multiple departments.
- Led the preparation of audit reports, ensuring accuracy in financial documentation and compliance with regulatory requirements.
- Supervised cash flow, tracked expenses, and ensured the timely payment of invoices, maintaining financial integrity.
- Oversaw payroll management, ensuring employees received accurate compensation, and processed all payments in a timely manner.
- Monitored inventory systems, maintaining accurate records for purchases, stock levels, and supplies.
- Led the monthly reconciliation process, resolving discrepancies promptly and ensuring accurate financial reporting.
- Coordinated with suppliers to ensure timely deliveries, maintaining positive relationships and controlling expenses.
- Analyzed financial statements and provided detailed reports to senior management, offering insights into potential cost-saving opportunities.
- Ensured tax compliance by calculating and preparing tax returns, collaborating with external auditors to finalize filings.
- Implemented an upgraded billing system, streamlining the invoicing process and enhancing efficiency.
- Handled customer inquiries related to billing issues, providing exceptional customer service and maintaining good client relations.
- Trained junior accounting staff, improving team performance and ensuring proper adherence to accounting procedures.

Kavitha Jewelry, Kerala, India | 2020 – 2021

SALESMAN & BILLING ASSISTANT

- Assisted in daily sales transactions and recorded all billing data accurately, ensuring efficient operations.
- Managed customer service, helping clients with inquiries and providing assistance with product selection and payment options.
- Ensured the accuracy of financial documents by reviewing sales receipts, maintaining proper records for auditing.
- Processed daily cash and card payments, ensuring smooth and timely transaction completion.
- Assisted in managing the store's inventory system, conducting stock audits and tracking product movements.
- Reconciled daily sales transactions, ensuring cash balances were accurate and aligned with system records.
- Engaged with customers to resolve billing issues promptly, ensuring a positive customer experience.
- Maintained product displays and ensured the cleanliness of the sales area, improving the store's aesthetic.
- Handled cashier duties and ensured that all financial transactions were recorded accurately and efficiently.

ACADEMIC & PROFESSIONAL QUALIFICATION

Annamalai University | 2017 – 2020

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

HSS Peringod | 2015 – 2017

HIGHER SECONDARY EDUCATION COMMERCE

ACHIEVEMENTS

- Recognized as Best Employee for consistent billing accuracy and demonstrating exceptional dedication and work ethic.
- Received customer appreciation for delivering friendly service and ensuring prompt, error-free billing support daily.
- Acknowledged by management team for maintaining perfect cash register balances during busy peak operating business hours.