



SAYANTH A

ACCOUNTANT

My Contact

✉ asayanth99@gmail. com

☎ +971 55 135 3254

📍 Abu Dhabi, UAE

Hard Skill

- Financial accounting
- GST Compliance
- Input Tax Credit Management

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking Leadership

Technical Skills

- Tally ERP 9
- Tally Prime
- MS OFFICE
- Peachtree
- Quick Book

Languages Known

- English
- Hindi
- Tamil
- Malayalam

About Me

As an accountant, my primary responsibility is to manage financial records meticulously, ensuring every transaction is accurately recorded and organized. These records serve as the foundation for preparing essential financial statements like balance sheets, income statements, and cash flow statements, which offer a comprehensive view of our organization's financial health.

Professional Experience

ACCOUNTANT

TVS ASSOCIATES, KANHANGAD

2 years

Key responsibilities:

- Specialized GST, TALLY, Accounts
- All the works related to GST like GST Registration, GST Filing
- Making different reports using Excel and Word
- Prepared and generated daily reports related to sales, sales analysis and verified daily cash sale summary in Excel Spread Sheet and directly submitted it to the financial controller.
- Prepares and posted daily Sales J.V and updated Tally Financial Accounting System. Reconciled with supplier statements, document and organize monthly Supplier Trade Accounts settlement of invoices.
- Provided assistance in preparation and in filling of Statutory Report. Monitored account receivables on daily basis. - Maintained Books of Accounts according to Indian Accounting Standards.

Professional & Educational Qualification

- Bachelor of Commerce
- PDIFA (Professional Diploma in Indian and Foreign Accounting)
- IAB (International Association of Bookkeepers certification)
- SAP Certification in FICO Module

Educational Background

- **B. Com**

Kannur University, KERALA
Year of passing MARCH-2020

- **HIGHER SECONDARY EXAMINATION**

BOARD OF HIGHER
SECONDARY EXAMINATION,
KERALA
Year of passing MARCH-2017

- **SECONDARY SCHOOL LEAVING CERTIFICATE**

BOARD OF PUBLIC
EXAMINATION, KERALA
Year of passing MARCH -2015

Personal Details

Date of Birth: 10-11-1999

Marital Status: Single

Nationality: Indian

Passport No: SO854561

Declaration

I hereby declare that the above information provided is true and best to my knowledge and belief.

SAYANTH A

