



SREEKUMAR RAJ

ACCOUNTANT

CONTACT ME

- ☎ [+971 581493189](tel:+971581493189)
☎ [+971 581493189](tel:+971581493189)
✉ sreekumarraj0910@gmail.com
📍 Dubai, UAE

PERSONAL INFO

Nationality : Indian
Gender : Male
Date of Birth : 10/08/2001
Passport No. : X5675275

KEY SKILLS

- Financial Reporting
- Accounting Principles
- Accounts Payable & Receivable
- Bank Reconciliation
- Budgeting & Forecasting
- Records Maintenance
- Payroll Processing
- Time Management
- Administrative Support
- Customer Service Excellence
- Effective communication

CERTIFICATIONS

- Diploma in Industrial Electrical & Instrumentation Technology
- Diploma in Industrial Process Control Instrumentation Technology
- Diploma in Advanced Instrumentation & Controls
- Electronics Mechanic
- Mechanical Technician

SOFTWARE PROFICIENCY

- MS Office
Word | Excel | PowerPoint

LANGUAGES KNOWN

English ● ● ● ● ●
Malayalam ● ● ● ● ●
Hindi ● ● ● ○ ○

PROFILE SUMMARY

Detail-oriented B.Com graduate with hands-on experience as a Junior Accountant. Adept at managing financial records, processing invoices and assisting in budget preparation. Skilled in reconciling accounts, maintaining accurate ledgers and supporting month-end close processes. Known for strong analytical abilities, attention to detail, and proficiency in accounting software. Seeking to leverage expertise in the accounts field to contribute to a dynamic finance team.

WORK EXPERIENCE

Junior Accountant Feb 2023 – May 2024

G-TEC Computer Education Tiruvalla, Kerala, India

Roles and Responsibilities

- Maintain accurate and up-to-date financial records.
- Oversee accounts payable and receivable processes, ensuring timely payments and collections.
- Prepare financial statements, including balance sheets, income statements and cash flow statements.
- Reconcile bank statements with company records regularly to avoid discrepancies.
- Oversee payroll processing, ensuring accuracy and compliance with regulations.
- Support internal and external audits by preparing necessary documentation and providing information as required.
- Stay updated with current tax laws and ensure compliance in all financial activities.

ACADEMIC QUALIFICATIONS

Bachelor of Commerce

MG University, Kerala, India | 2022

Higher Secondary

State Board of Higher Secondary Education, Kerala, India | 2019

STRENGTHS & QUALITIES

- Diligence in ensuring accuracy and quality in work.
- Encouraging and inspiring people to do their best.
- Capacity to adjust and thrive in changing environments.
- Collaborating and working well together with others.

DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

SREEKUMAR RAJ