



# SUDHINLAL SUNIL LATHA



## CONTACT



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0506218055



Villa 8 Al Manathiq st Al Jimi Al Ain



## SKILLS

Team work  
Analytic skill  
Leadership  
Interpersonal Ability  
Detail Oriented  
Auditing  
Stock checking  
Customer Service  
Cash Handling  
Ms Office  
Tally prime  
Book keeping  
GST Filing And Taxation  
GCC VAT Filing And TDS  
Communication Skill



## LANGUAGES

English Malayalam Hindi



## PERSONAL DETAILS

Date of Birth : 18/01/1999  
Marital Status : Single  
Nationality : Indian  
Religion : Hindu  
Passport : S5156917  
Gender : Male



## OBJECTIVE

To secure a challenging position where I can effectively contribute to the growth and success of the organization and simultaneously contribute to my skills and acquiring knowledge on the road to success



## PROFILE SUMMARY

Results-driven B. Com graduate having 2 years experience as a store keeper as well as an year of experience as an Accounts Assistant who is Proficient in Tally, Tally Prime, GST, GCC VAT filing and Taxation. Eager to apply theoretical knowledge to real-world scenarios and contribute fresh perspectives. Enthusiastic about joining an innovative and diverse organization to make a meaningful impact. Strong work ethic, attention to detail, and a quick learner, seeking opportunities for continuous growth and excellence



## EXPERIENCE

### Devikripa Margin Free Supermarket

01/12/2022 - 10/06/2024

Store Keeper

Key Responsibilities

- Assisted customers in locating products and provided information on product features and pricing.
- Conducted regular inventory checks to maintain accurate stock levels and prevent shortages.
- Ensured compliance with auditing procedures to maintain accuracy in stock records and financial transactions.
- Recorded stock movements and transactions in the inventory management system.
- Coordinated with suppliers to ensure timely deliveries and resolve issues.
- Worked closely with team members to coordinate stock movements and optimize store operations.
- Managed purchase orders and ensured timely order processing.
- Followed safety protocols and maintained a clean and organized workspace according to health and safety standards.

### Sreekumar A S Advocate and Tax Consultant

04/05/2021 - 31/08/2022

Accounts Assistant

Key Responsibilities

- GST USING TALLY
- GCC VAT USING TALLY
- TDS USING TALLY



## EDUCATION

### Secure Vision Technologies

2022

Tally Professional  
B

### University of Kerala

2022

Bachelor of Commerce with Computer Application  
61.61



## DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

SUDHINLAL SUNIL LATHA