



SUJITH V

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Location : Kerala, India

PROFESSIONAL SUMMARY

Detail-oriented and results-driven Accounting Professional with over 14 years of progressive experience in financial management, retail accounting, and banking operations. Proven track record of streamlining accounting processes, enhancing internal controls, and delivering accurate financial reporting in fast-paced environments. Adept at general ledger management, budgeting & forecasting, audit support, and team leadership. Seeking to leverage deep expertise in accounts payable/receivable, treasury management, and reconciliation in a challenging Accountant role.

WORK EXPERIENCE

ACCOUNTANT CUM SHOP SUPERVISOR

Jun 2021 – Jul 07 - 2025

Ibwis Mart Super Market, Pathanamthitta, Kerala

- Manage daily bookkeeping: record journal entries, update ledgers, and post adjustments to ensure accurate financial data.
- Perform monthly bank and petty-cash reconciliations; investigate variances and prepare reconciliation reports for management review.
- Oversee payroll cycle for 50+ staff: calculate salaries, process benefits, and liaise with HR to resolve discrepancies.
- Coordinate quarterly stock audits: compare physical counts with system records, document findings, and propose process improvements.

ACCOUNTANT EXECUTIVE & DATA ENTRY

May 2015 – Apr 2021

Zainal Mart, Manama, Bahrain

- Process 500+ vendor invoices and supplier payments each month, verifying accuracy and securing timely approvals.
- Prepare and present monthly P&L summaries and cash-flow statements to senior management, highlighting key trends.
- Developed standardized invoice templates and automated data-entry macros, reducing processing time and errors.

ASSISTANT BRANCH HEAD

May 2012 – Apr 2015

Manappuram Finance Ltd, Thrissur, Kerala

- Supervised daily branch accounting operations, including cash handling, deposit processing, and loan disbursements.
- Facilitated money-exchange and transfers via Western Union and MoneyGram, handling daily forex up.
- Conducted reconciliations for 300+ customer accounts, identifying and rectifying posting errors to maintain data integrity.
- Assisted auditors during internal and statutory reviews: compiled schedules, provided supporting documents, and tracked observations.

ACCOUNTS EXECUTIVE

Oct 2009 – Mar 2012

Muthoot Finance Ltd, Delhi Branch

- Posted daily transactions to the general ledger and monitored cash-flow positions to ensure branch liquidity.
- Handled daily currency exchange and remittance transactions via Western Union and MoneyGram, ensuring accuracy and compliance.
- Executed month-end closing tasks: prepared trial balances, adjusted entries, and generated financial reports for headquarters.
- Supported regulatory reporting by collating required data and liaising with finance controllers to meet deadlines.

EDUCATION

MBA in Finance & Marketing Bharathiar University	2009
Bachelor of Business Administration (BBA) Mahatma Gandhi University	2007
Higher Secondary Education (HSE) Board of Higher Secondary, Kerala	2003

CORE COMPETENCIES

LANGUAGES

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| • General Ledger Management & Reconciliation | • Payroll Administration & Expense Control | • English |
| • Accounts Payable & Receivable Processing | • Audit Preparation & Compliance (GAAP/IFRS) | • Hindi |
| • Month-End & Year-End Close | • Inventory Valuation & Stock Audits | • Malayalam |
| • Cash Flow & Treasury Operations | • Financial Analysis & Reporting | • Tamil |
| • Budgeting, Forecasting & Variance Analysis | | |

TECHNICAL SKILLS

- **MS Office:** Advanced Excel (PivotTables, Macros), Word, PowerPoint
- **Other Tools:** QuickBooks, POS Systems