

SAJITH C

ACCOUNTANT

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SUMMARY

4+ years experienced Accountant with Bachelor in Commerce from Calicut University. Hard core expertise in financial and accounting fields, including: cash flow statement, accounts payable & receivable, TAX filing, sales analysis, monitoring key accounts and good knowledge in financial documents.

EXPERIENCE

ACCOUNTANT

KVR AUTOCARS PVT. LTD. 10/2021-11/2023 Tirur, Kerala, India
MARUTHI SUZUKKI DEALER

- Debtor and creditor reconciliation, following up for payments.
- Controlling cash inflow and outflow.
- Manage cash in hand, petty cash, multiple bank accounts, banking facilities and PDC cheques.
- Bad debt follows up and recovering.
- Preparing Bank reconciliation for bank accounts and cash position report on monthly basis.
- Preparation of various reports for managers.
- Checking and approval of receipts and payments.
- Inputting, matching, batching and coding of invoices.
- Providing accounts information to internal departments.
- Stocks checking and reconciliation.
- Bookkeeping and filing various documents.
- Prepare and maintain salary.
- Prepare and submit Taxation

ACCOUNTANT

SPAZCO VYAPAR 10/2020-09/2021 Tirur, Kerala, India
CONSTRUCTION CHEMICALS DEALER

- Controlling cash inflow and outflow.
- Debtor and creditor reconciliation, following up for payments.
- Preparing Bank reconciliation for bank accounts and cash position report on monthly basis.
- Inputting, matching, batching and coding of invoices.
- Prepare and maintain salary, employees loans and advances.
- Prepare ageing report.
- Stocks controlling, checking and reconciliation.
- Prepare and Submitting Taxation.
- Bad debt follows up and recovering.

ACCOUNTANT

C K GLASS ENTERPRISES 01/2019-02/2020 Parappanangadi, Kerala, India
TOUGHENED GLASS DEALER

- Controlling cash inflow and outflow.
- Debtor and creditor reconciliation, following up for payments.
- Preparing Bank reconciliation for bank accounts and cash position report on monthly basis.
- Stocks controlling, checking.
- Inputting, matching, batching and coding of invoices.
- Prepare and maintain salary, employees loans and advances.
- Bookkeeping and filing various documents.

TRAINING

STEPPING STONE ACCOUNTING CONSULTANCY

ACCOUNTS TRAINEE | 6 Months

Preparation and finalisation of accounts of Trading and Manufacturing organizations, hospital, construction Companies, Educational Institutions, Advertising agency etc. using Tally ERP9.0 latest version

Preparation and filing of GST Returns & General Accounting works of the firm

EDUCATION

Bachelor of Commerce (Bcom)
Calicut University - Calicut, Kerala, India
2015-2018

PGDERP (Post Graduate Diploma in Enterprise Resource Planning)
Institute of Professional Accountants Kerala, India
2018

INDUSTRY EXPERTISE

Cash flow statement, Petty cash, Bank reconciliation and Invoicing

Accounts Finalisation & Preparing Reports

Month end closing. Taxation, payables and Receivables

STRENGTHS

❖ Hard-working

Completed projects before time, does more than required

❖ Team-Worker

Respected, listened to and encouraged team members

❖ Problem Solving

Analyze problems to find causes, find possible solutions

LANGUAGES

Malayalam ● ● ● ●

English ● ● ● ●

Hindi ● ● ● ●

COMPUTER SKILLS

SAP R3 FICO

SAP B1

Tally prime

Peachtree

Quickbooks

MS Office

MS Office

MS Word

PROFESSIONAL SKILLS

Bank reconciliation Payroll

GST Return VAT Return

Financial Statements

Accounts Receivable & Payable

Accounting vouchers & Ledger Posting