

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 Man Construction 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