







SANAL VARGHESE

Accountant

CONTACT INFORMATION

 16-Feb-1995
 +971 555580706
 sanalkvarghesesv@gmail.com
 Shabiya 12, Musaffah, Abu Dhabi, UAE.

PROFESSIONAL SUMMARY

Accountant willing to work in your organization with high willingness to learn and dedicate for the wellness of firm, holding years of experience dealing with all financial transactions in Bank, Hospitals and private organizations.

SKILLS

LEADERSHIP
SKILL



CUSTOMER
SERVICE



COMMUNICATION



PROBLEM
SOLVING



FINANCIAL
REPORTING



MICROSOFT
OFFICE



ADAPTIVENESS



WORK EXPERIENCE

AN GROUP INTERNATIONAL EXPORT & IMPORT
/ THAMARASSERY- KOZHIKODE / JAN-2022 - JULY-2023

Accountant

Duties and Responsibilities

- * To recorded all financial transactions.
- * Summarize current financial status by collecting information, and preparing balance sheet, profit and loss statement, and other reports.
- * Communicate with director on work status and client issues that arise.
- * Provide financial advice to management.
- * Preparation and initialization of all financial transactions.
- * Reconcile bank statement, Accounts payable and Accounts receivable.
- * Prepare asset, liability ,and capital account entries by compiling and analyzing accounting information.
- * Follow up with clients for inward payments.

Achievements:

- * Accurate records maintained till date.
- * Recorded accurate P/L account.
- * Budget forecast considering purchase / sales.
- * Supplier and Customer payment satisfaction improved.

DKJ MANAGEMENT AND SERVICES PVT LTD / OCT, 2021 - JAN, 2022

Junior Accountant

Duties and Responsibilities

- * Work under the supervision of a Senior Accountant.
- * Update accounts receivable and issue invoices.
- * Act as backup accounts payable.
- * Reconcile ledgers monthly and quarterly.
- * Month-end and year-end closing.
- * Generate reports of financial status information.

NEO HOSPITALS PVT LTD, PANDIKKAD- MALAPPURAM
/ DEC, 2019 - OCT, 2021

Public Relationship Officer

Duties and Responsibilities

- * Regularly submit PR report
- * Work as intermediary between Management and public
- * Handle and solving any public related issues that may arise
- * Provided counselling service to patients and bystander.

CERTIFICATIONS AND ACHIEVEMENT

- o ***Diploma in Computerized Accounting (TALLY)**
- *Volunteer at CBE for Kerala during during clamity held.**
- *Organizer for interschool cultural meet "Hamam Gate Way"**

FEDERAL BANK PVT LTD, KOZHIKODE / JUL, 2015 - MAR, 2017

Customer Relationship Manager

Duties and Responsibilities

- * Maintaining good relationship with customers.
- * By asking questions , listening carefully showing empathy aim to get to the heart of what customer truly want.
- * Giving the good advice and giving all the doubtful information to customer.
- * Preparing different kind of accounts for customers.

EDUCATION

SANKARA INSTITUTE OF MANAGEMENT AND SCIENCE

/ Jul, 2017 - Mar, 2019

Master of Business Administration in Finance and Logistics

University-

Bharathiyar University Of Arts and Science - Coimbatore, India

DONBOSCO COLLAGE MAMPETTA / Jun, 2012 - Mar, 2015

Bachelor Degree in Commerce in Finance

University-

Calicut University

GHSS PUDUPPADY / Jul, 2010 - Mar, 2012

Higher Secondary Schooling in Commerce

PASSPORT DETAILS

Passport No. - N0038846

Date of issue - 17-06-2015

Date of expiry - 16-06-2025

LANGUAGES

* English

* Tamil

* Malayalam

* Hindi