



SANJAI V.S

Mob: +971-525241185

Mail id:
sanjaivs3@gmail.com

PERSONAL DETAILS:

Date of Birth:
03/09/1994

Gender: Male

Marital Status: Married

Nationality: Indian



ACCOUNTANT

Career Objective:

Looking for new challenging that I can use my experience in accounting and collection skill & sincerely dedication and hard work to achieve the goal of company.

Personal Attributes:

- **Total 3 Year above Experience** as An active member in the field of Accounts.
- Dedicated, hardworking and result oriented.
- Efficient in English typing.
- Proficient in computerized accounting software **SAP**
- Knowledge in GST, PT, TDS and VAT systems
- Good Communication and Correspondence skill in English.
- Knowledge of Microsoft **word, Excel** Package
- Interpersonal liaison skills with the ability to work in multicultural environment.

Academic Credentials:

<u>Course Name</u>	<u>Year of passing</u>	<u>Board / University (Name of institution)</u>
M B A FINANCE	2018	CALICUT UNIVERSITY Dr. John Matthai Center, Aranattukara, Thrissur
B.Com FINANCE	2016	CALICUT UNIVERSITY St. Aloysius College, Elthuruth, Thrissur
PLUS TWO	2013	S.N Vidya Bhavan, Thrissur
SSLC	2011	S.N Vidya Bhavan, Thrissur

Technical and Credential Achievements:

- Participated in ASAP skill development programme.
- Diploma in computerized accounting in TALLY
- Industry internship at INTIMATE FASHIONS (Pondicherry)
- Visited in DP world container terminal in Cochin

Current address:

AL Hudda Building
Sharjah,UAE
PO:26047,

Passport Details:

Passport No: P2092550

Place of Issue:

THRISSUR, INDIA

DRIVING LICENCE NO:

UAE: 4473477

Employment History:

Company Name : Lulu Group International
Duration of Service : Sep-2020 to present working
Position : Accountant.

Company Name : VKC Foot wears Pvt Ltd.
Duration of Service : Aug 2018 to Aug 2019
Position : Accountant.

Company Name : VV Associates
Duration of service : Aug 2018 to Dec 2018
Position : Auditing.

Job Responsibilities:

- ❖ Perform day to day financial transactions including verifying, classifying, computing, posting & recording accounts data.
- ❖ Produce various MIS related reports
- ❖ Activity and Overheads Calculation & Variance analysis quarterly
- ❖ Updating of activity and Overheads (OH) rate in SAP.
- ❖ Preparation of Cost sheet for new articles after ensuring Bill of Material (BOM), material price & activity and Overheads
- ❖ Submit New article MRP Proposal to the management on time
- ❖ Profitability analysis and reporting of cost impact & margin variance monthly.
- ❖ Reporting of consumption variance of all level material within stipulated period.
- ❖ Identification & implementation of cost reduction system.
- ❖ Verifying the transactions on daily basis and maintain journals, ledgers and other supporting records.
- ❖ Accurately and promptly processing documentation includes Quotation, LPO, Delivery note, Debit note, Credit note, Invoices, Receipts & Payments etc..
- ❖ Monitoring & controlling cash & cash equivalent transactions and maintain liquidity.
- ❖ Review and maintenance ageing of Outstanding's, Accounts Payables & Receivables and ensure proper work delegation for recoveries and payments.
- ❖ Maintain reconciliations of Bank accounts, Cash, PDC, AR, AP, Inter & Associated company's accounts, Third parties & Related party's accounts etc.
- ❖ Reconciled inventory and altered journal entries to match general ledger with inventory system.



- ❖ Responsible for payroll processing, Process leave salary, Gratuity & final settlements.
- ❖ Perform the processing of functional and benefits expenses allocations, monthly accruals, Depreciation & Amortization, prepaid expenses, and recording of adjusting & reclassification journal entries on monthly wise.
- ❖ Prepare periodical financial statements such as Trial Balance, Profit & Loss Account, Cash Flow Statement, Balance Sheet and any other reports as per the instructions from the management.
- ❖ Manage the Fixed Asset Register of the company & Ensuring proper allocation of Depreciation.
- ❖ Coordinates and assembles information for the annual audit and provide assistance to external auditors in the review of financial operations.

IT SKILLS

- M.S Word
- M.S Excel
- SAP
- Accounting system in Tally ERP 9.

LANGUAGES KNOWN

LANGUAGES	READ	WRITE	SPEAK
ENGLISH	✓	✓	✓
HINDI	✓	✓	✓
TAMIL			✓
MALAYALAM	✓	✓	✓

Reference

Reference can be provided on demand

Declaration:

I hereby declare that all the particulars given above are true to the best of my knowledge and belief.

Sanjai V.S