



SOURAV JAYASENAN

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souravsenan@gmail.com

Abudhabi, UAE

PERSONAL DETAILS

- DOB – 17-09-1998
- Gender - Male
- Nationality – Indian
- Marital Status – Single
- Father name- Jayasenan

SKILL HIGHLIGHTS

TECHNICAL SKILLS

- Tally Prime
- Microsoft Office
- Working knowledge of local, state and federal laws regarding accounting, finances and taxation

INTERPERSONAL SKILLS

- Accuracy
- Communication skills
- Good Team Player
- Multitasking
- Problem-solving

LANGUAGES

- ENGLISH
- HINDI
- MALAYALAM
- TAMIL

PASSPORT DETAILS

- Passport No. S8639758
- Issue Date: 24-01-2019
- Expiry Date: 23-01-2029
- Issue Place: Trivandrum
- Visa Status: Visit

PROFESSIONAL SUMMARY

Highly analytical, result-driven accounting specialist skilled at working quickly and accurately under tight deadlines. Assisting monthly closings and account analysis and supporting the senior accountant in carrying out the responsibilities of the accounts department.

WORK HISTORY

Neyadhi Traders and Contractors Pvt Ltd – Accounts Assistant

21/09/2020 – 06/01/2023

- Book keeping.
- Maintaining Petty Cash book.
- Salary statement preparation.
- Assisting year-end closing.
- Completion of general ledger operations.
- Collect payments and issuing cheques.

Al Neyadi Trust (Education) Hospital – Junior Accountant

06/11/2018 – 18/09/2020

- Preparation of Journal entries.
- Handling day today accounts.
- Billing operations.
- Assisting year-end closing.
- Completion of general ledger operations.
- Collect payments and issuing cheques.

EDUCATION

M.Com Taxation Law and Accounts – Annamalai University

2018-2020

B.Com Taxation Law and Accounts – Kerala University

2015-2018

Higher Secondary Education – Govt. Higher Secondary School, Azhoor

2013-2015

Secondary Education – Govt. Higher Secondary School, Azhoor

2013