

# SUDHINLAL SUNIL LATHA



☎ 0506218055

✉ Sudhinlal48@gmail.com

📍 UAE

## Personal details

**DOB:** 18/01/1999

**Marital Status:** Single

**Nationality:** Indian

## Education

### Tally Professional

Secure Vision Technologies

2022

B grade

### Bachelor of Commerce with Computer Application

University of Kerala

2022

61 %

## Passport Details

Passport No: S 5156917

Expiry Date: 24/09/2028

## Visa Details

ENTRY PERMIT NO: 201/2024/11400830520

Valid Until: 02-11-2024

## Language

English

Malayalam

Hindi

## 👤 Profile

B.Com graduate with 3 years of experience in inventory management and accounting. Skilled in Tally, GST, GCC VAT, and taxation. Detail-oriented and eager to contribute to a dynamic organization.

## 📁 Work Experience

2022

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2024

### Devikripa Margin Free Supermarket

Store Keeper Cum Cashier

- Assisted customers with product location, features, and pricing.
- Conducted inventory checks to ensure stock accuracy and prevent shortages.
- Ensured auditing compliance for accurate stock and financial records.
- Recorded stock movements and transactions in the inventory system.
- Coordinated with suppliers for timely deliveries and issue resolution.
- Collaborated with team members to optimize stock movements and store operations.
- Managed and processed purchase orders efficiently.
- Maintained a clean and organized workspace following safety protocols.

2021

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2022

### Sreekumar A S Advocate and Tax Consultant

Account Assistant

- Managed GST using Tally.
- Handled GCC VAT using Tally.
- Processed TDS using Tally

## 📖 Expertise

- Inventory management
- Customer Service
- Cash handling
- GST Filing And Taxation
- GCC VAT Filing And TDS
- Tally prime
- Analytic skill
- Auditing
- Communication skill