



SUJEESH.K.S

Mobile:

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sujeeshvaava@gmail.com

Personal Details:

Date of Birth: 26 May. 1986

Marital Status: Married

Nationality: Indian

Passport No: T 3282025

Interests:

Sports, Reading books, magazines, newspapers and traveling.

Preferences:

Location: Willing to Relocate, if an excellent opportunity is provided.

Visa Status: Residence Visa

CAREER OBJECTIVE

A highly motivated and focused professional who thrives in a fast paced customer-facing environment. To work in a competitive financial institution whereby my interest and talent can be utilized and developed, in order to benefit the company and assist in my career development within the organization.

Accounting Experience

- Trading Accounting
- Purchase Accounting
- Salaries & Wages Accounting
- Bank Reconciliation
- Stock Register Maintaining
- Accounts Payables & Receivables
- Auditing

WORK EXPERIENCE:

- July 2019 – Jan 2024
Plus One Kitchens
Dubai , Uae
Position: Senior Accountant
- April 2012 – Feb 2019
Logic Group of Companies
Doha, Qatar
Position : Accountant
- June 2008 – Mar 2012
Shameer & Associates
Sales Tax Practitioners
Position : Accountant

Job Description: Accounts Payable

- Checking & Verifying all Vendor's Invoices
- Checking & Verifying the Purchase Orders
- Preparing Payment Schedules for Monthly Suppliers & Utility Suppliers.
- Booking of Invoices & Payment Entry Processing for AP.
- Ensuring prompt payment of vendor's invoices (Cheque & Transfer).

- Coordinating with Procurement Dept, Store, and preparing statements & Payment Schedules, other management reports.
- Monitoring PDC Cheque.
- Bank Reconciliation.
- Inventory Reconciliation (System Quantity and Physical Quantity)

PETTY CASH INCHARGE

- Supervise & coordinate petty cash activities within the whole company.
- Maintain petty cash; Cash deposit
- Prepare daily cash summary.
- Entering the petty cash related business data into accounting system
- Tracking Travel Advance, Salary advance for employees, Site Urgent requirements
- Monitoring Site expenses (Expense Bills, Urgent Payments)

PAYROLL ASSISTANT

- New Employee Updation
- Leave salary tracking
- Employee's Salary Advance tracking & Deduction

FINALISATION OF ACCOUNTS

- Trial Balance Verification
- Preparing of schedules
- Verification of Account Balance
- Passing Adjustment entries
- Preparing Financial Statements

EXPERIENCE GAINED

- Well versed in all financial accounting packages

STRENGTHS & ABILITIES

- Good team player and multitasking capabilities.
- Proven initiative and ability to work with minimal supervision.
- Excellent organizational and motivational skills.
- Always ready to back a good suggestion in the common interest.

ACADEMIC QUALIFICATION:

- **Bachelors Degree in Commerce from Calicut University, Kerala**

COMPUTER PROFICIENCY:

- Accounting Software Packages (Peachtree, Tally, Quick Books, Mycom)
- MS Office Packages (Word, Excel)

LANGUAGES KNOWN:

- English
- Hindi
- Malayalam

REFERENCES:

References shall be furnished upon request.

DECLARATION

I, hereby declare that the above statements are true to the best of my knowledge and concerned documents in respects of curriculum vitae will be produced as when required.

(SUJEESH.K.S)