

SUJITHA . A

ACCOUNTANT

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BRIEF PROFILE

A meticulous and exact account with experience and proficiency in Tally ERP 9 and GST R 1&3B filing. Strong problem solver and communicator with a track record success in this area. Likewise, a person of energy, responsibility, and diligence. I can handle any difficult scenario since I am a responsible team member. I can work successfully.

QUALIFICATIONS

- **Bachelor of Commerce** Adarsh Vishwa Vidyalaya university
- **Pre Degree** Calicut University
- **Sanskrit TTC** Govt. Of Kerala Dept of Education
- **SSLC** Achuthan Girls High School

PROFESSIONAL EXPERIENCE

STOCK AUDITOR - MAXCOM BUSINESS SOLUTIONS, DUBAI, UAE

Six Month (Temporary)

- Monitor and confirm inventory records to ensure the accuracy of the listed information.
- Inspecting warehouse to maintain proper inventory levels.
- Inspecting inventory for damages or spoilage.
- Conducting physical inventories for accurate financial valuation.
- Consulting with management on encountered issues.

LIFENITY INTERNATIONAL POLY CLINICAL LABORATORY Data entry operator 2022 –2023 in UAE

- Prepares, compiles and sorts documents for data entry.
- Verifies and logs receipt of data.
- Transcribes source data into the required electronic format.
- Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners and we are uploading the patient details to simplex details.

REYADA HOMECARE SERVICES in UAE Accountant and Data coordinator 2021-2022

- Created systems for tracking data entry quality, office Functions, and inter-departmental admissions functions

CENTRAL ASSOCIATES in Kerala
Assistant Accountant 2019- 2021

- Monitoring the progress of collection under various taxes, fees and other source of income.
- Preparation of monthly DCB and expenditure statement of municipal co.
- Maintenance of cashbook, subsidiary cash book cheque, draft register, bill register.
- Assisted in maintaining financial records, including preparing invoices, journal entries, and reconciling bank statements.

SOUTH INDIA PEST CONTROL Pvt. Ltd.
Operation & Technical in Charge – 2018 -2019

- Working with spreadsheets, sales and purchase ledgers And journals.
- Responsible for accurate and timely monthly, quarterly And year end close.
- Responsible for the timely reporting of all financial Information monthly.

MICRO TECH EDUCATIONAL SERVICES
Counselor & Accountant 2012 – 2016

- Generate monthly accounts closing, reporting and analysis
- Certify the issues concerning the collection and spending cash.
- Answer phone calls and emails from clients

TECHNICAL SKILL

- Tally ERP 9
- Advanced Excel
- Word
- Medical coding
- Microsoft Office

LANGUAGE

English
Hindi
Malayalam

DECLARATION

I hereby declare that the above information is correct to the best of my knowledge and belief
