



SANDRAMOL RAJU

ACCOUNTANT

An experienced assistant accountant with 2 years of experience. I have excellent people skills, I am incredibly creative and dedicated to helping businesses gain and keep long-term clients.

CONTACT

+968 98324643
AL BURAIMI, OMAN
sandrashinju5@gmail.com

SKILL

- Leadership skill
- communication
- Time management
- Customer service
- Critical Thinking
- Positive attitude
- Multi-tasking
- Attention to details
- AutoCAD
- Tally and Ms office
- Organizational skill

LANGUAGE

- English
- Malayalam

EXPERIENCE

Assistant Accountant
Hotel asset summit suites,
Cochin, Kerala, India (2 years)

- Ensuring payments, amounts and records are correct.
- Cash handling functions for the hotel and reconciling all cash dropped at the front desk
- Utilize spreadsheets and database tools to assist in financial record keeping
- Contact clients and vendors as necessary to ensure accurate and on-time payments
- Provide accounting assistance to managers and operations staff.

Draftsman
Dream Home Builders and Designers
Nedumkandam, Kerala, India (3 years)

- creating technical drawings in accordance with the calculations and parameters provided
- using modelling tools and CAD software to produce both rough sketches and precise drawings
- creating manuals that detail a product's operations, features, and maintenance

EDUCATION

Diploma in Civil
ITC (Draftsman civil)
cooperative,college, Nedumkandam,Kerala, India.(2009-2011)

Professional Diploma in Pre- Primary Teacher Education
(july 2021 - April 2022)