



ACCOUNTS OFFICER

SUMESH C S

#### GET IN CONTACT



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sumesh cs

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#### AREAS OF EXPERTISE

- MS office,
- Computerized professional accounting,
- Tally ERP-9, Tally prime.

#### COMMUNICATION SKILL

Read, Write & Speak :  
English, Hindi & Malayalam

#### DUTIES AND RESPONSIBILITIES

- Handling daily accounts, cashbook, and bankbook.
- Supervision of monthly physical stock count & reconciliation of stock variance.
- Preparation of Cash flow and monthly reconciliation of bank and intercompany current accounts
- Preparation of voucher includes sales and purchase and keeping records for filing statutory reports
- Preparation & filing of GST ,
- Preparation of salary including ESI, PF, welfare, and professional tax
- Entering & processing creditors bills for payments.
- Prepare MIS reports, Trial balance, P&L account, Balance sheet etc.
- Checking the sales & margin reports by products
- Reviewing customer ageing reports, reconciliation of vendor/customer accounts

#### PERSONAL PROFILE

I am a Professional accountant above 13 years of experience in various industries and expertise to capture the new strategies which intended good result .

#### WORK EXPERIENCE

##### Accounts manager

Organisation : Tvj Marketing PVT Ltd  
Span :1 st april 2021 to continue...

##### Assistant Manager accounts

Organisation : Nexus paving( Nazco Industries)  
Span: Sept 1st 2019 to 30 SEPTEMBER 2020

##### Sr. Accountant cum Assistant manager branch accounts

Organisation : SML motors  
Span: Jan 10th 2013 to 25th august 2019

##### Accounts Admin cum accountant

Organisation : Geovat logistics(Transporter of Ambuja Cements)  
Span:Jan10th 2012 to 1st jan 2013

##### sales officer (accounts)

Organisation : HDFC Bank Ltd  
Span: May15th 2011 to dec15th2011

##### Accountant

Organisation : Smiles N miles pvt ltd  
Span: Jan10th to 2010 to April15th 2011

#### EDUCATION HISTORY

##### B COM (TAXATION)

2006-2009 – St.peters college kolenchery under M G university affiliated

##### Plus two(Commerce)

2004-2006- SMHSS Morakkala

##### SSLC

2003-2004- RMHSS Vadavucode