

## **SACHIN C SUNNY**

MOB: - +91 8111852538

Email ID: - sachinsunny860@gmail.com

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### **CAREER OBJECTIVES**

Seeking a career with a progressive organisation, where I can work with prestige to utilize my skills and knowledge towards the growth and development of the organisation.

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### **ACADEMIC QUALIFICATIONS**

- S S L C passed during 2010 from Citadel Residential School, CBSE, Ranni, Pathanamthitta, Kerala
- Higher secondary passed during 2012 from SCHS School, Pathanamthitta, Ranni, Kerala
- B com passed during 2015 from MMNSS College, konni, Mahatma Gandhi University, Kerala
- M com studying during 2016-17 from St. Thomas college Ernakulam, Kerala

### **OTHER QUALIFICATIONS**

- MS office & MS excel
- Knowing Tally
- Hotelier Software

### **EXPERIENCE & KNOWLEDGE ACQUIRED**

#### **Accounts Assistant–Accounts India, Ernakulam-April 2015 onwards**

#### **Work Responsibilities at Accounts India**

1. Responsible for all daily cash & Bank entries.
2. Preparation of Cheques for Vendor payments.

**Accounts Supervisor- Hotel Gokulam Park, Kaloor,Ernakulam-April 2016 to January 2018**

**Work Responsibilities at Hotel Gokulam Park**

- 1 .Bill checking
2. Making daily sales report.
- 3.Responsible for all daily cash & Bank entries.Meeting expenses, cash collection deposit to the bank, etc.
4. Debt Management; Outstanding follow up.
5. Preparation of Cheques for Vendor payments.
6. TDS works.
7. Ledger Verification & Tallying
- 8.Credit Card Reconciliation.
- 9.Bank reconciliation.

**Working in K.Rijas and associates(C.A Firm) Janatha,Vyttila**

**PERSONAL INFORMATION**

- Address : Cheeramvelil house  
Puthusserimala P.O  
Ranni- 689672  
Pathanamthitta  
Kerala
- Name of Father : Sunny Antony
- Date of Birth : 04.01.1994

- Sex : Male
- Religion &Caste : Christian,Roman catholic
- Marital Status : Single
- Nationality : Indian
- Interests : Reading

## **DECLARATION**

I do hereby declare that above mentioned details are true and correct to the best of my knowledge and belief.

Sincerely,

**Sachin c sunny**

**Ranni**