



SUNEESH.C

Contact No. : +919995875500

E-Mail : suneeshc2787@gmail.com

Intend to build a career with leading corporate of Hi- Tech environment with committed and dedicated people, which will help to explore myself fully and realize my potential in financial sector.

SNAPSHOT

- ↳ Expertise in transaction processing
- ↳ Proficiency in receivables management
- ↳ Inventory Management
- ↳ Asset tracking and reconciliation.
- ↳ Handling Accounts Payables
- ↳ Experience in Ledger Reconciliation
- ↳ Experience in Bank Reconciliation
- ↳ Finalisation
- ↳ Knowledge of GST,TDS & GCC VAT

CAREER CONTOUR

Harman Middle East (Authorised Partner for Samsung), UAE as an Accounts Assistant from Feb 2017 to Aug 2018

Key Responsible Areas

- ↳ Posting all sales & Stock Transfer In & Out entries
- ↳ Handles monitoring and releasing of Petty Cash Fund
- ↳ Responsible for preparation of cheque and cheque vouchers, petty cash vouchers.
- ↳ Prepares bank deposits, ensure cash/cheque receipts.
- ↳ Prepare Monthly Ledger reconciliation
- ↳ All other duties and responsibilities that may be assigned by superiors from time to time
- ↳ Record Keeping
- ↳ Maintenance of day to day accounts of the company.
- ↳ Collecting cheque & cash from van salesmen.
- ↳ Making invoices for van salesmen.
- ↳ Responsible to maintain the stocks.
- ↳ Coordinating & supporting the sales team by managing schedules, filing important documents and communicating relevant information.
- ↳ Acting on behalf of accounts manager when needed.
- ↳ Submission of report to chief accountant.

Popular Vehicles and Services Pvt Ltd. Regional Office, Calicut. (Maruti Suzuki authorized dealer) as Accounts Executive from April 2013 –Dec 2016

Key Responsible Areas

- ↵ Posting all purchase & Stock Transfer In & Out entries
- ↵ Handles monitoring and releasing of Petty Cash Fund
- ↵ Responsible for preparation of cheque and cheque vouchers, petty cash vouchers, needed for payment of all company accountabilities
- ↵ Prepares bank deposits, ensure cash/cheque receipts, claims, or unpaid invoices are accounted for properly.
- ↵ Prepare Bank Reconciliation
- ↵ Prepare Inter Branch reconciliation
- ↵ All other duties and responsibilities that may be assigned by superiors from time to time
- ↵ Record Keeping
- ↵ Maintenance of day to day accounts of the company
- ↵ Assisting for return VAT
- ↵ Debtors management
- ↵ Handling Accounts receivables responsibilities (recording ,aging preparation, following up ,recording of receipts and preparing receivables reconciliation)
- ↵ Handling accounts payables responsibilities (recording , aging preparation , checking payments , recording of transactions and preparing suppliers reconciliation)
- ↵ Acting on behalf of accounts manager when needed.
- ↵ Providing support to other finance associates when required.
- ↵ Submission of report to Assistant Manager(Accounts)

Julphar Exim Pvt Ltd (RAK Ceramics), Calicut June 2012 – March 2013 as Accounts Executive (Warehouse)

Key Responsible Areas

- ↵ Responsible to maintain the stock of the godown
- ↵ Physical stock and ledger stock should always match
- ↵ Delivery of the material to a company is made only against form 8
- ↵ Each receipt and delivery of material are to be posted in the ledger
- ↵ Making Insurance Claim of damaged goods while transit from purchase
- ↵ Stock reconciliation with branch accounts
- ↵ Reconciliation with Head office Godown with respect to stock inward and outward
- ↵ Submission of report to branch manager.

EDUCATION

- ↵ **Master of Commerce** in Calicut University. (Specialized in **Finance**)
- ↵ **Bachelors in Commerce** from Calicut University.

PROFESSIONAL SKILLS

- ↵ Financial Accounting and analysis

IT SKILLS

- ↵ Computerised Financial Accounting(Tally)
- ↵ Microsoft Office Package(Word, Excel and PowerPoint)

VLOOKUP, HLOOKUP, PIVOT TABLE

↳ Microsoft Outlook and other Basic internet functions

↳ PVS HRMS Solutions Developed by IHITS Software

↳ ORION ERP Software.

↳ Tally ERP 9

↳ Quick books

CERTIFICATIONS

↳ Tally ERP 9

↳ MS Office

↳ International Business Accounting & Taxation

STRENGTHS

↳ Punctual, honest, hardworking, and co-operative with all team members

↳ Ability to work under pressure.

PERSONAL DETAILS

Date of Birth : 27th March, 1987

Contact Address : Kerala, India

Nationality : Indian

Linguistic Abilities : English & Malayalam

Passport Details : L9809316, Date of issue - 20th June 2014, Date of Expiry 19th June 2024

REFERENCE

Reference available upon request

Suneesh. C