



SANOJ T.C

sanojrocks33@gmail.com

OBJECTIVE

To work in an atmosphere where I can utilize my skills and abilities to the fullest thereby contributing to the success of the organization while growing as an individual and professional.

PROFESSIONAL ABRIDGEMENT

- *An incisive professional with 5 years of profound experience in Accounts.*
- *Focus on results. Effectively identify and resolve problems using creativity and available resources. Tackle tough problems and follow through to satisfactory conclusion.*

PROFESSIONAL EXPERIENCE

Accounts Executive (June 2017 – present)

EVM Motors-Ducati Kochi

Responsibilities Held:

- Update accounts Receivables and issue invoices.
- Update accounts payable and perform reconciliations.
- Post and process journal entries to ensure all business transactions are recorded.
- Prepare and submit Monthly reports.
- Prepares payment by verifying documents ,and requesting disbursements.
- Examining bank statements and reconciling them with general ledger entries.
- Examining expenses submitted by employees.
- Maintain the Petty cash register

Cashier (April 2014-April 2017)

Umadevi Ramshetty Fuels

Responsibilities Held:

- Performs Book-keeping duties that include preparation of bank deposits ,manage petty cash logs and process refunds.

ADDRESS

Thottungal House,

Konam,

Palluruthy

Kochi

Pin:682006

India.

Phone: 9747103401

Email: sanojrocks33@gmail.com

PERSONAL DOSSIER

Date of Birth : 13.10.1996

Marital status : Single

Gender : Male

Nationality : Indian

Father's Name : Late Chinnappan

Nationality :Indian

LANGUAGES KNOWN

English,

Hindi

Malayalam

INTERESTS

Social Activities

Travelling

Listening Music

- Maintain Purchase and sales register.
- Any other duties assigned by the Management.

SCHOLASTICS

B.Com (Finance & Taxation)

2014-17

S.D.P.Y College of commerce,Kochi under M.G University

Class 12th (Commerce - Computer Applications)

2012-14

S.D.P.Y BHSS Under Kerala State Board

Class 10th

2011-12

St..Julianas Public School, Perumpadappu,under CBSE

SKILLS & ATTRIBUTES

- Ability to work autonomously and as part of a wider team.
- Positive thinking, Confident & Optimistic
- Very Flexible and able to work under hard pressure
- Emotional Intelligence
- Decision making

COMPUTER PROFICIENCY

- *Software* : Tally, MS-Office
- *Operating Systems* : Windows

DECLARATION

I hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief. I assure you, if I am given a chance, I will execute my work to the fullest satisfaction of my superiors.

Place :

Yours Sincerely,

Date :

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