

SAJAN PG

**PATHIKKAKAVIL HOUSE, KANAKAPPALAM PO,
ERUMELY, KOTTAYAM DISTRICT, KERALA
INDIA, PIN- 686509.**

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Summary

I have had 10+ year Professional Accounting Experience with depth knowledge of accounting tools, procedures and transactions. I am familiar with lot of Accounting Software used in during the work. I have great Accounting Skill and also work well either alone or with a group. Seeking to work in a challenging environment and grow with the company to achieve its goal and get additional knowledge.

Career Objective

To be part of a company where I would be able to ideally work with the finance team in developing the progressive growth of the company and at the same time make myself able to discharge my individual duties & responsibilities and thereby enabling me to be more creative towards the growth of the Company. I also look forward to being rewarded with more challenges and aim to expand my level of responsibility to take my career to the next level and advancement.

My Vision is " to be an Asset for the Firm I Work in".

Professional Experience

SENIOR OFFICER-FINANCE & ACCOUNTS

19OCT2017-PRESENT

GSL ENERGY SOLUTIONS PVT.LTD

(Softwares :- Tally ERP 9 & Quick Books)

- To ensure accuracy and timely accounting of all financial transactions for month end closing.
- Verification of petty cash transactions and tallying book balance with physical cash on daily basis.
- Preparation and requesting for payment disbursements by verifying and accounting bills/ supporting documents etc
- Bank Reconciliation and reporting of fund position on daily basis.
- To ensure computation, deduction and accounting of statutory payments for TDS, GST, PF, ESI.
- To prepare tax returns and E-Filing of statutory Returns like GST, TDS...etc within the due dates.
- To Review book entries and ledgers to ensure accounting accuracy as per statutory audit basis.
- Reconciliation of Inter Branch and Intercompany transactions.
- Verification of Purchase and Sales invoices & all Expenses Bill.
- Verification of all Registers related to stores, assets etc and tallying with books stock and physical stock.
- To ensure proper filing of accounting documents like Receipts & Payment vouchers, journals..etc
- To assist Group Head-Finance for Preparing Profit & Loss Account and Balance Sheet.

Skills

Accounting Skill



- Analytical thinking, planning, Accuracy and Attention to details.
- Bank Reconciliation & Branch - Reconciliation
- Journal Entries Preparation/ Posting
- Financial Statement Analysis
- Banking, Bank Deposit
- Bill Payments, Invoices, Receipts
- Account Reconciliation
- Accounts Payable
- Accounts Receivable
- Petty Cash
- GST, TDS Return Preparation & E-Filing
- General Ledger Accounting
- Payroll

Professional Skill



- Time Management
- Problem Solving
- Interpersonal Skill
- Team Work

IT & Software Skill



- TALLY ERP9
- QUICK BOOKS
- MS Excel
- MS Word
- MS Power Point

SENIOR ACCOUNTS OFFICER

24 MAY 2017 - 17 OCT 2017

Platino Classic Motors India Pvt.Ltd,Ernakulam,Kerala (BMW Dealer)

(Software :- Tally ERP 9)

- Fund management of the company
- Bank & Branch Reconciliation
- Bmw Books of Accounts Reconciliation
- Preparation of Monthly Tax Payment Statement- KVAT,GST ,Service Tax,TDS
- Statutory E- Filing like, GST Return ,KVAT Return, Service Tax Return & TDS Return
- Established and maintained relations with banks and other financial institutions.
- Payroll preparation
- Monitoring revenue and expenses
- Sales Invoices preparation,
- To posting of cash, bank, receipt and journal voucher by proper supporting on daily basis in Accounting Software

ACCOUNTANT GENERAL

21 Feb 2015 - 06 Apr 2017

Al Behar Al Sabaa Building Equipment Rental LLC, Sharjah,UAE

- Preparation of Daily Reports
- Preparation of Sales Invoices Manage Supplier Payments
- Posting of Purchases Invoices Vouchers like, Cash & Bank Payment and Receipt, Journal
- Manage Accounts Receivable and Accounts Payable Reports
- Bank reconciliations.
- Reviewed Accounting entries to ensure accuracy of the General Ledger Preparation of Financial Reports

ACCOUNTS EXECUTIVE

11 Mar 2013 - 15 Jan 2015

Nippon Motor Corporation Pvt.Ltd,Ernakulam,Kerala (Toyota Vehicle Dealer)

(Software :- Tally ERP 9)

- Manage Petty Cash
- Accounting of Purchases Invoices
- Preparing Sales Invoices and making Receipt Entries.
- Prepares payments by verifying documentation, and requesting disbursements.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements and E-Filing of Tax Return (VAT, Service Tax, Income Tax).
- Preparation and Analyzing of Financial Statements
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Executed accounts Payable & Receivable reporting enhancements and reconciliation procedures.
- Managed accounting operations, accounting close, account reporting and reconciliations.
- Daily bank reconciliations.
- Monthly Branch reconciliations.
- Guided reconciliation, payroll, annual bonus, annual reporting, and management of investments.
- Reviewed accounting entries to ensure accuracy of the General Ledger
- Reviewed all tax returns prepared by individual departments before approval.

ACCOUNTANT

10 Apr 2011 - 10 Jan 2013

C&S Supermarket, Erumely, Kerala

- Preparation of Invoicing, Receipt & Payment Entries.
- Computed sales prices, total purchases and processed payments.
- Operated cash register to process cash, cheque and credit card transactions.
- Facilitated monthly and quarterly physical inventory counts.

- Managed accounting operations, accounting close, account reporting and reconciliations.
- Computed Tax and Prepare Tax Return,E-filing of Tax Returns.

AUDIT EXECUTIVE

07 Sep 2010 - 05 Apr 2011

Mohan & Ravi Chartered Accountant, Ernakulam, Kerala

(Software :- Tally ERP 9)

- Manage all Audit Related Work and Checking the All Books of Accounts as per guide lines.
- Preparation of the Query Report Rectification of Errors after the discussion with Concerned Heads.
- Preparation of Financial Reports

ACCOUNTANT

20 Sep 2008 - 16 Aug 2010

Tax Consultant & Practitioner, Erumely, Kottayam, Kerala

- To prepare all Books of Accounts.
- To computed Tax and Prepare & Filing of Tax Return.
- To assist Accounts Manager for preparing Profit & Loss Account and Balance Sheet

ACCOUNTANT

26 Aug 2006 - 15 Sep 2008

THRISANGU HAVEN HILL RESORT, Kuttikkanam, Idukki dist., Kerala

- Managed all accounting related works and preparing Sales Invoices, Receipt & Payment Entries
- Executed accounts receivable reporting enhancements and reconciliation procedures.
- Managed accounting operations, accounting close, account reporting and reconciliations.
- Received, recorded, and banked cash, cheques, and Petty Cash Handling.
- Completed Daily bank reconciliations.
- Reviewed accounting entries to ensure accuracy of the General Ledger.

Educational Qualification

B.COM

Jun2003-Apr2006

St.Dominic's College, Kanjirappally

Bachelor Degree-Mahatma Gandhi University, Kottayam

Plus Two

Jun2001-Mar2003

SNDPHSS, Venkuringi, Pathanamthitta District

Board of Higher Secondary Examination, Kerala

SSLC

March 2001

M.T High School, Erumely, Kottayam

Board of Examination, Kerala

Computer Proficiency

DIPLOMA IN COMPUTER APPLICATION (DCA)

Centre for Development of Imaging Technology (C-DIT), Govt.of Kerala
MS Office (Excel, Word,Power Point..etc)

Accounting Softwares

TALLY ERP, QUICK Books, Adempiere ERP

My Vision

To be an Asset for the Firm I work in.

Strength

- Commitment to Excellence and quality in Guest service with quick resolution.
- Promote and Maintain team morale and "can do" attitude.
- Time Management and Self-motivated.
- Determined, hardworking, optimize, sharp and friendly.
- Ability to deal and interact with people, willingness to learn and develop extremely dependable and true working.

Accomplishment

Accounting Skills

- Operated computers programmed with accounting software to record, store, and analyze information.
General Ledger Accounts
- Maintained accurate accounts including cash, inventory, prepaid, fixed assets, accounts payable, accrued expenses and line of credit transactions

Highlights

- General and tax accounting
- Account reconciliations
- Bank Reconciliation
- Financial statement analysis
- General ledger accounting
- Accounts Payable and Accounts Receivable
- Familiar in ERP Accounting softwares

Professional Skill

- Sense of Personal Grooming
- Good Guest Relation
- Problem Solver
- Hardworking and Sincere.
- MS Office (MS Word, MS Excel, MS Power Point..etc)

- Accounting Softwares- Tally ERP 9, Quick Books, Adempiere ERP.

Personal Details

Date of Birth : 30-05-1986
Gender : Male
Marital Status : Married
Father's Name : Gopi PP
Mother's Name : Syamala Gopi
Nationality : Indian
Mother Tongue : Malayalam
Languages Known : English, Malayalam, Hindi, Tamil

Reference Details

Name : SREEKUMAR P S
Designation : Group Head-Finance
Company : GSL Energy Solutions Pvt Ltd, Kalamassery, Ernakulam
Mob : +91 9349784034

Name : VARGHESE P JACOB
Designation : Chartered Accountant
Mob. No : +91 9447416753

Name : RAJEEV . N
Designation : Accounts Manager
Company : Nippon Motor Corporation Pvt. Ltd (Toyota Vehicle Dealer)
Ernakulam
Mob. No : +91 9847 449992

Declaration

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

Place : Ernakulam

Date :

SAJAN P G