



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 4 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 – March 2020)
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.

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

Accountant (March 2020 – Present)
EVM Premium Cars India Pvt. Ltd-Porsche 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 various Monthly reports.
- Prepares payment by verifying documents , and requesting disbursements.
- Examining bank statements and reconciling them with general ledger entries.
- Collaborates in the filing of TDS and GST returns.
- E-invoicing of B2B Invoices.
- Generation of E-way Bills for Interstate transportation of Goods.

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 ERP, 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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