



## SACHIN SUDHAKARAN

### ADDRESS:

Thadathil (H)  
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Kothamangalam  
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Email:

[sachinsudhakaran95@gmail.com](mailto:sachinsudhakaran95@gmail.com)

**DATE OF BIRTH:** 15-12-1995

**NATIONALITY:** Indian

### LANGUAGES:

English/Hindu/Tamil/Malayalam

## ACADEMIC HIGHLIGHTS

### MASTER OF COMMERCE (2020)

(International Business Operation)  
Indira Gandhi National Open  
University, Cochin

### BACHELOR OF COMMERCE (2017)

(Computer Application)  
Mount Carmel College, Karukadom  
Mahatma Gandhi University,  
Kottayam

## CORPORATE HIGHLIGHTS

Four years of experience as an Accountant with in depth knowledge of value added tax and goods and service tax preparation, accounting tools, procedures and transactions. I am looking for a challenging environment that will allow me to grow with this company and gain additional knowledge for the future.

## WORK EXPERIENCES

### MANAGER CUM ACCOUNTANT (2018 Sept – Present)

Elcon Builders [Pvt] LTD.

Dept: Interior.

Ads Interiors [Interior Dealership Firm]

- Overall handling actives in the firm.
- Day by day Market study and product selling
- Receiving payments from customers and issue receipts.
- Keeping track of all Sales and Purchase and Stock/Inventory levels
- Presentation monthly reports Include Debtors and Credits, Final Accounts and Bank Statements.
- Maintain Payment and Receipts Records.
- Banking and Supervision

### ACCOUNTANT (2018 April - 2018 August)

Gopu Nandilath G-Mart [Electronics and Home Appliances Mart]

- Receiving payments from customers and issue receipts.
- Prepare Payroll Checking Time Sheet and Preparing Individual Consolidated Payroll Sheet Based on Monthly Attendance Report.
- Conducting Stock Audit and Maintain Stock Level.
- Maintain Accounts Receivable and Accounts Payable Ledgers Checking, Verifying And Posting Supplier/Vendor Invoice.
- Prepare Debtors, Listing and constantly follow up for Payment
- Maintain Petty Cash Book and Receipt and Payment.

## OTHER QULIFICATIONS

PDIFAS (Professional Diploma in Indian, Foreign and SAP Accounting)  
G-TECH Computer Education, Muvattupuzha

## PASSPORT DETAILS

Passport No: R5241543  
Date of Expire: 30/10/2027

## REFERENCES

1. Iype John  
Tax Consultant MPW Associates  
Ph: +91 94472 91752
2. Ajas E M  
HR Manger Nandilath G  
Mart Ph: +91 97466 56047
3. Abin Ayyappan  
Managing director  
Elcon buileders [pvt] LTD.  
Ph:+91 9539073776

**AUDITOR CUM ACCOUNTANT** (2017 August - 2018 March)

[MPW Associates Chartered Accountant firm]

- Bank Reconciliation
- Tax Audit External And Internal
- GST Registration
- GST / KVAT return filling
- Sorting documents
- Maintain Petty Cash Book And Receipt And Payment
- 'Day-to-Day' Accounting
- Preparation of Finalization of Financial Statement

## TECHNICAL SKILL

- TALLY PRIME, TALLY ERP 9.
- QUICKBOOKS, PEACHTREE, SAP.
- MS OFFICE.

## STRENGTH

- Good communication skill
- Ability to work independently and work with the team
- Hardworking, adaptive, sincere, and supportive
- Willingness to learn

## DECLARATION

I hereby declare that the above mention formation is true and correct and I bear the Responsibility for the correctness of the above mentioned particulars.



PLACE: Kothamangalam

**SACHIN SUDHAKARAN**

DATE :