

Sachin George

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Hassan AL Bahari Building, AL Qusais 1

Al Qusais, Dubai, UAE



Area of Interest: Finance & Accounts

An Accountant with more than 3 years of experience, looking for a greater opportunity to enhance my skills to the utmost potential and wish to be with an organization that provides me with innovative challenging work opportunities.

PROFESSIONAL EXPERIENCE

J D S S & Co, Chartered Accountants

Palarivattom, Ernakulam

Senior Accountant

18.11.2020 – 30.09.2023

- Preparation of books of accounts of various categories of entities ranging from small scale retail traders to export units.
- Prepare and analyze financial statements, including balance sheets, income statements, and cash flow statements.
- Ensuring all transactions, including income, expenses, purchases, and sales, are recorded in the appropriate ledgers.
- Periodical reconciliation of bank statements with Books to identify discrepancies.
- Reconciliation accounts payable and accounts receivable to ensure they match vendor and customer records.
- Composing debtors ageing report to determine which customers have outstanding invoice balances.
- Identify and resolve discrepancies in financial records.
- Ensure proper documentation of records related to Accounts department.
- Verification of the cash/bank/journal day books with vouchers and preparing journal entries whenever required.
- Maintain the reporting deadlines and quality of accounting.
- GST monthly return filing procedures, computations, compliance, reconciliations & payment of regular & composition tax payers
- GST Annual return filing procedures & its nominal compliances.
- Expertise in TDS reconciliations, compliance & return filing of salary & other than salary.
- Checking of all Bills received for payment and segregating TDS bills and Verification of unpaid registers on payments.
- Knowledge of EPF & ESI computations, compliance & return filing procedures.

- Maintain and update general ledger and sales journal.
- Create and fact-check invoices before sending them to customers
- Prepare and modify documents including correspondence, reports, drafts, memos and emails.
- Assisting on the annual statutory audit, follow up, clarification & co-ordination
- Collecting and verifying the bank statement reconciliation.
- GST monthly return filing procedures, computations, compliance, reconciliations & payment of regular & composition tax payers.

ADDITIONAL SKILLS

- Skilled in using Excel's advanced functions (e.g., VLOOKUP, SUMIF, COUNTIF, Index Match, PivotTables, Data Validation etc.) to analyze large datasets, identify trends, and generate meaningful reports.
- Experienced in cleaning and organizing raw data using Excel's data manipulation features, such as sorting, filtering, and conditional formatting.
- Proficiency with Windows operating system
- Advanced computer skills in MS Office, accounting software and databases
- Able to work under pressure with minimal guidance.

Software Knowledge:- Tally ERP 9.6.2 & Prime 3.1 | Intuit QuickBooks Premier Accountant Edition 2013 | Busywin 21 | Sage Peachtree Quantum 2010 | SAP Business One and other customized accounting software's etc.

Language Known:- English, Hindi, Malayalam

EDUCATION

Particulars	Name of University/Institution	Year of passing
M.Com	Indira Gandhi National Open University	2019 - 2022
PGDIFA(Post Graduate Diploma in Indian & Foreign Accounting)	Institute of Professional Accounting(IPA)	2018 - 2019
B.Com in Computer Application	University of Calicut	2015 - 2018
Higher Secondary (12 th Std)	Board of Higher Secondary Examination (Kerala)	2014
SSLC	Kerala State Secondary Education Board	2012

Regards,

Sachin George