

# SREEJITH MS

## Accountant



### Contact

**Address:**

Rolla Street Bur duabi,Dubai,UAE

**Phone:**

+971524261223

**Email:**

Sreejithpdm369@gmail.com

Age :35

### Languages

Malayalam

English

Hindi

### Visa status

Visiting visa

Expiry 20-03-2024

### Certifications

Accounts service society

Under Govt of Kerala

Professional studies Academy

Charitable society Govt of

Kerala

JCI prime Accounts Certificate

## Career objective

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Iam seeking a role in a company where I can contribute my ideas and me mentored towards a successful career

## Education

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B.Com university of Kerala

2008

## Work Experience

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**Accounts Assistant - 02/2022 to 02/2023**

**Business corporative service, Dubai,UAE**

- Post and process journal entries.
- Track and monitor Accounts receivable and Accounts payable.
- Assist in the processing of Income statements, Balance sheet and other financial statements.

**Store keeper - 08/2014 to 11/2021**

**Karthika Group of Hotels , Kerala,INDIA**

- To mange the over all hotel store operation .
- Preparation of stock Register and monthly stock report submit to general manger
- Receive and forward all goods and deliveries in and out of the hotel to the correct point of storage area

**Accounts Assistant - 04/2010 to 02/2014**

**AVG motors ltd Maruthi Suzuki , Kerala, INDIA**

- Preparation of customer invoice and delivery note settlements.
- Coordinate with sales team in collecting customer balances.
- Prepare and submit monthly report and assist Accounts manager.

## IT skills

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- Quick Book, Zoho Book
- Tally ERP, Peachtree.
- MS excel&word.