

SREEJITH MS

Accountant



Contact

Address:

Rolla Street Bur duabi,Dubai,UAE

Phone:

+971524261223

Email:

Sreejithpdm369@gmail.com

Languages

Malayalam

English

Hindi

Visa status

Visiting visa

Expiry 21-01-2024

Certifications

Accounts service society

Under Govt of Kerala

Professional studies Academy

Charitable society Govt of

Kerala

JCI prime Accounts Certificate

Career objective

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

Education

B.Com university of Kerala

2008

Work Experience

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

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