

CURRICULUM VITAE



SIRAJUDHEEN K P ACCOUNTANT

Email: sirajudheenu4u@gmail.com

OBJECTIVE

Seeking an employment to assume a Client Facing Position where hard work, sincerity and contribution towards the organizational success are regarded and recognized. I am geared up to take up the challenges in the field of Finance & Accounts in a vibrant and exiting organization Worldwide. I am confident that the desired role would be handled with least supervision, with the knowledge acquired from my current job activity as well as from my academic studies currently pursued.

CAREER PROGRESSION

Accountant

- ☐ Worked at US Associates - 1 Year (Calicut)
- ☐ Worked at HI-LITE BUILDERS - 6 Months (Calicut)
- ☐ Worked at PITTAPPILLIL AGENCIES - 1 Year (Calicut)
- ☐ Worked at KABAYAN SUPERMARKET - 4 Years (Saudi Arabia - Jeddah)

PROFILE SUMMARY

Under graduation qualified with specialization in finance and having 5+ years of work experience in accounts, finance. Demonstrating expertise in effectively resolving accounting assignments, following up on accounts receivables, budgeting, reconciling bank statements. Possess excellent analytical, problem solving, report presentation, relationship building, communication and interpersonal skills.

STRENGTHS

- ☑ 4 years' experience in Saudi Arabia.
- ☑ 2+years' experience in India.
- ☑ Diversified industry work background.
- ☑ Adaptable to any challenging work unit.
- ☑ Reconciliation-follow up expertise.
- ☑ Close interaction with clients/underwriters
- ☑ Vat related work, Filing& reporting.
- ☑ Financial reporting skills
- ☑ Well known to perform under pressure

PROVEN JOB ROLES

- Handled monthly journal entries, accounts and various ledgers
- Responsible for monthly and quarterly state tax payments and filing
- Managed sales representative gross receipt and monthly sales or marketing expenses
- Reviewed various accounts and handled preparation of P&L account and Balance sheet
 - Reconciliation of bank accounts
- Debtor and Creditor reconciliations.
- Maintained Accounts with Inventory in Tally ERP

IT SKILLS

Tally
In control
MS office
Windows (XP, 7), Internet

EDUCATIONAL QUALIFICATION

- ☐ Passed B .COM Graduation from Calicut University
 - ☐ Passed PLUS TWO (XII) with commerce background from Kerala State Board of Higher Education-Kerala, India.
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☐ Passed SSLC (X) from Kerala State Board of Higher Education-Kerala, India.

PERSONAL DETAILS

| | | |
|-----------------|---|---------------------------|
| Father's name | : | Muhammed Basheer |
| Date of birth | : | 18-01-1991 |
| Nationality | : | Indian |
| Gender | : | male |
| Religion | : | Islam |
| Marital status | : | Married |
| Languages known | : | English, Malayalam, Hindi |

REFERENCE

1. US Associate (Calicut)
2. HI-LITE BUILDERS (Calicut)
3. PITTAPILLIL AGENCIES (Calicut)
4. KABAYAN supermarket (Saudi Arabia)

DECLARATION

I hereby declare that the above-mentioned details are true to the best of my knowledge. I also assure complete dedication and hard work towards the Organization if provided an opportunity.

Calicut

yours faithfully,
SIRAJUDHEEN K P