CURRICULUM VITAE



**SAJIMON – P.S.**

**Permanent Address**: Pallath-House

Meloor

K. Kunnu.PO

Chalakudy (VIA)

Thrissur (DIST)

Mob: +91 8943433130

Email:- sajips143@gmail.com

saji\_ps98@yahoo.com

**OBJECTIVE**

Contribute to a dynamic growing organization where my strong analytical, interpersonal skills and hard work will have a significant impact. The optimal position will provide professional growth and opportunities to contribute.

**EDUCATION**

* Bachelor of Commerce

CALICUT UNIVERSITY

**COMPUTER LITERACY**

* Advance knowledge of Accounting package

**Tally & IDS**

* MS Office, Internet & Email etc.

**WORK EXPERIENCE**

**Organization : CELEBATIONS LLC**

**Location : Dubai – U.A.E.**

**Nature of Work : Manual and Computerized Accounting**

**Position : Sr.Accountant & 2016 onwards Manager - Accounts**

**Period : February, 2012 – January 2014**

**December, 2016-July, 2019**

**Organization : ROYAL CHEF CATERING**

**Location : Ajman – U.A.E.**

**Nature of Work : Manual and Computerized Accounting**

**Position : Sr.Accountant**

**Period : April, 2014- March 2016**

**Organization : HINDUSTAN BEACH RETREAT (Three Star)**

**Location : Varkala-Trivandrum**

**Nature of Work : Manual and Computerized Accounting**

**Position : Manager - Accounts**

**Period : March, 2007 – January 2012**

**Organization : M/s ACCOUNTS (Accounts Contractors)**

**Location : Cochin, Kerala, India**

**Position : Asst. Accountant**

**Period : Worked from July 2004 to February 2007**

**JOB PROFILE**

* **Control over all Accounting and Financial matters.**
* **Handling and maintaining Accounts up to Finalization.**
* **Preparation of year ending Schedules and Accounts for Audit.**
* **Reconciliation of :-**

**Bank, H.O, Branches, Debtors, Creditors and Stock.**

* **All kinds of Bank Transactions.**
* **Maintaining Purchase & Sales including Stock register.**
* **Filling all Tax Returnes(GST Luxury Tax, Service Tax Returns etc).**
* **Preparing MIS, Food Cost and Income Reports**

**PERSONAL DETAILS**

Date of Birth : 25th December1983

Father’s Name : P.V.Surendran

Religion : Hindu

Nationality : Indian

Marital Status : Married

Language Known : English, Malayalam, Hindi

Passport No. : H 6479621

Date of Expiry : Not Renewed

Place of Issue : Cochin

**DECLARATION**

I, Sajimon.P.S hereby declare that all the above mentioned details are true and correct to the best of my knowledge and belief.

**Place: SAJIMON-PS**

**Date :**