



INPERSONAL INFORMATION

Name : SIJIL.M.K
Email : sijilmk@gmail.com
Contact No. : 00971 509166302

CURRICULUM VITAE

OBJECTIVE

To seek the challenging position for accounts or any suitable job in good environment and desire to progress in any customer oriented field. Further I would like to grow with the organization and to be an essential ingredient for the company's success.

WORKING EXPERIENCE

- **2017 to At Present working Accountant In Infrastructure Solutions Trading EST. Dammam, Saudi Arabia**
- **4 Year working experience as an Accountant In UAE (Including LULU Group, Abudhabi,UAE)**
- **10 Year working experience as an Accountant In KERALA, INDIA**

- Internal Audit, Tax Audit, Annual Returns, Implementation of computerized Accounting
- Preparation of Trading , P&L and Balance sheet and submit to auditors
- Payment controlling
- Monthly payroll functions for 200+ employees
- Maintain closing stock and expense
- Monitored and recorded company sales, expenses and stock
- Preparation & reporting of daily and monthly expense statement
- Tracking and follow up of Accounts Receivables and Payables
- Bank reconciliation statement
- Internal audit work
- All the other routine works of the Accounts

EDUCATIONAL PROFILE

- **Graduation** - **B.Com** [University of Calicut, Kerala]

TECHNICAL PROFILE

- **Tally**
- **Knowledge of SAP**
- **P.G.D.C.A**
- **Driving License in Saudi Arabia**

PERSONAL SUMMARY

Highly Promising, Extremely Sincere, Ambitious, Hardworking, Self-motivated and the zeal to work both as an individual and in a team.

PASSPORT DETAILS

Passport No	:	P5411741
Date of Expiry	:	01.01.2027

PERSONAL DETAILS

Date of Birth	:	16.05.1978
Sex	:	Male
Marital Status	:	Married
Nationality	:	Indian
Religion	:	Muslim
Languages Known	:	English, Hindi & Malayalam

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**Yours Sincerely,
SIJIL.M.K**