



SANGEETH.S



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Dubai, United Arab Emirates



May 8th, 1995



Indian



Single

SKILLS

- ERP software
- Invoice coding familiarity
- Account reconciliation processes
- Accounts Payable/Accounts Receivable
- Closing processes
- Administrative support
- Month-end processes
- Data entry

EDUCATION

Calicut University

B.Com: Computer Application

Board of Higher Secondary Examination

Board of Public Examination

2016

Sree Narayana College | India
Secondary: Commerce
GPA: 64

2013

Govt.JNMHSS Puduppanam | India
SSLC
GPA: 77

2011

Sree Narayana HSS Vatakara | India
GPA: 87

CERTIFICATIONS

SAP BUSINESS ONE
CONSULTANT
TALLY ERP9
OFFICE EXCEL 2010

LANGUAGES

Malayalam, Hindi: Native language

English: A1
Beginner

PROFESSIONAL SUMMARY

Looking for an opportunity in a competitive and challenging environment where I can use my knowledge and skills to grow and contribute to the organization. Experienced Accountant proficient in laws and procedures governing business operations, tax filings and regulatory compliance. Capable of handling detail-oriented work in methodical and organised fashion. Seeking challenging, growth-oriented position where field expertise, resourcefulness and diligence can make positive impact on business operations.

WORK HISTORY

09/2020 - 01/2022

Capital Investment LLC, Sultanate of Oman, AL Aseel Shopping Centre

Shop Accountant

- Prepared monthly bank reconciliations with 100% accuracy.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Compiled general ledger entries on short schedule with 100% accuracy.
- Handling petty cash
- Preparation and maintenance of various Registers like Purchase Register, Sales Register, and Journal Register, post dated Cheque (PDC) etc

08/2017 - 07/2019

Nakheel National Desert LLC

Assistant Accountant

- Drove process improvements through value-add technology, improving accounting department efficiency.
- Examined financial documents to check totals, verify transaction accuracy, and identify discrepancies.
- Updated records in company software to keep account totals correct and current.
- Worked under guidance of accountants to prepare financial data in correct formats.
- Administrative duties-including mail collection and distribution, inventory monitoring and purchasing, photocopy and filling.
- Debit note Register, Credit note Register Stock Computerization of Accounts of almost all types of business organizations

PERSONAL

Visa status: Visit Visa

Visa Expiring : 27-05-2022