



SAJU K PAUL

Accounts Executive

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Mob:+91 8951325524

EDUCATION

- ❖ **MBA (Finance & Marketing)**
Bangalore University
- ❖ **B.Com-** M.G-University
Kottayam.
- ❖ **Plus2-Commerce** HSE-
Kerala

SKILLS

- ❖ Teamwork & Collaboration
- ❖ Communication
- ❖ Problem solving
- ❖ Strong attention
- ❖ Adaptability
- ❖ Time management

COMPUTER KNOWLEDGE:

- ❖ Tally ERP .9
- ❖ Excel
- ❖ MS Office
- ❖ Internet & E-mail application

OBJECTIVES:

To be employed in an organization that I would enhance my experiences and potentials to the maximum. Be part in contributing company's success in whatever way I can through hard work and determination.

WORK EXPERIENCES

Motor World Pvt. Ltd (Nandi Toyota) Bangalore, India,

01-02-2016 to 31-10-2019

Job Title: Accounts Executive

Responsibilities:

- ❖ Prepare asset, liability and capital account entries by compiling and analyzing account information.
- ❖ Check all financial transactions for accuracy.
- ❖ Maintain general ledger, posting all financial transactions into system.
- ❖ Day wise, Fund report & Consolidation stock report for funding on daily basis.
- ❖ Conduct monthly bank reconciliations to ensure accurate reporting.
- ❖ Conduct regular vendor ledger scrutiny and maintenance.
- ❖ Making payables to suppliers & receivables from debtors
- ❖ Maintaining stock report
- ❖ Reconciliation of customer and supplier accounts.
- ❖ Inter-branch Reconciliations
- ❖ Calculating & Ordering RTO DD's on daily basis.
- ❖ Passing debit /credit notes
- ❖ Tallying ledgers of road tax, Affidavit and Fancy number, Insurance etc.
- ❖ Accounting of bills and making payment to vendor's
- ❖ Preparing cash payment vouchers
- ❖ Responsible for month end closing activities
- ❖ Prepare and submit weekly/monthly reports.
- ❖ Filing and safekeeping of all related documents.
- ❖ Handling petty cash.

ACADEMIC PROJECT/INTERNSHIP

- ❖ A study on Financial performance at "Travancore Cements Ltd, Kottayam"
- ❖ An organization study at "Akay Flavours & Aromatics Limited."

PERSONAL DETAILS

Date of Birth : 10-July-1991

Gender : Male

Marital Status : Single

Passport No : L5673594

Language : English, Malayalam & Kannada

Nationality : Indian

Visa Status :

References will be provided upon request.

Date: 09-Nov-2020

Place: Kottayam

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