

SANJITH P K



PROFESSIONAL SUMMARY

Knowledgeable Accountant proficient in laws and procedures governing business operations, tax filings and regulatory compliance. Handles detail-oriented work in methodical and organized fashion. Leverages field expertise, resourcefulness and diligence to make positive impact on business operations.

SKILLS

- Financial Management
- Financial Statements
- Customer Relations
- Financial Planning
- Tax Preparation
- Account Reconciliation Processes
- Schedule Management
- Payroll Management
- Administrative Support
- Strategic Planning

WORK HISTORY

ACCOUNTANT 11/2022 to 09/2023

Manappuram Finance Limited, Valapad, Kerala, India

- Handled day-to-day accounting processes to drive financial accuracy.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Gathered financial information, prepared documents, and closed books.
- Reconciled accounts and reviewed expense data, net worth, and assets.
- Used advanced software to prepare documents, reports, and presentations.
- Maintained up-to-date knowledge on professional accounting standards to manage financial recordkeeping.
- Detected and corrected mistakes early on and implemented systems to avoid recurring issues.

JUNIOR ACCOUNTANT 03/2022 to 08/2022

Mallket Trading Company

- Assisted with preparation of monthly financial statements.
- Reconciled month-end totals for timely and accurate reporting of financial information.
- Generated and submitted invoices based upon established accounts receivable schedules and terms.
- Utilized tax software to prepare and file tax returns.
- Managed supplier accounts and built lasting relationships with suppliers.

FINANCE INTERNSHIP 09/2021 to 12/2021

Guardian Multi speciality Hospital, Thrissur, Kerala, India

EDUCATION

Nirmala College of Management Studies, Kerala, India

University : APJ Abdul Kalam Technological University

MBA in Finance And Human Resource, 2022

MET's College of Advance Studies, Kerala, India

University : Calicut University

B.Com in Finance, 65%, 2020

CERTIFICATION

- Certified in MS Office
- Certified in Tally Financial Accounting

SOFTWARE PROFICIENCY

ERP Software
Tally

Diploma In Microsoft Office
Excel | Word

LANGUAGES**English**

Advanced (C1)

Tamil

Upper intermediate (B2)

Malayalam

Bilingual or Proficient (C2)

ACADEMIC PROJECTS

- A Study on Inventory Management in Kerala Agro Machinery Corporation Limited (KAMCO), Athani, Kerala. | June – July 2022
- A Study about the Effectiveness of ATM among Customers in The Kodungallur Town Co-Operative (KTC) Bank Ltd. | May – June 2020

CERTIFICATES

- Certification of NPTL (National Programme on Technology Enhanced Learning) Certification in Marketing Analytics (
- Certificate of NPTL (National Programme on Technology Enhanced Learning) Certificate in Corporate Finance

PERSONAL INFO

Gender : Male
Date of Birth : 06/07/1999
Nationality : Indian
Marital Status : Single
Religion : Muslim

PASSPORT INFO

Passport No : W1910395
Date of Issue : 13 / 01 / 2020
Date of Expiry : 28 / 06 / 2032
Visa Status : Visit Visa

REFERENCE

- Available upon request