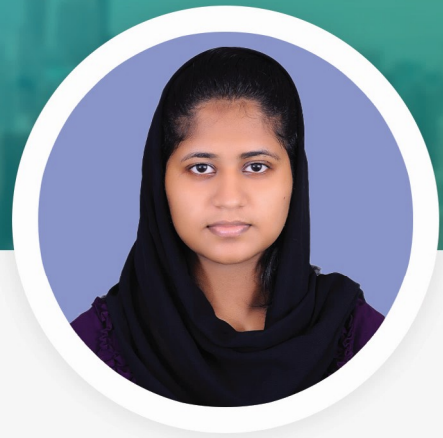


SULAIKHA S

ACCOUNTANT



An experienced accounting expert seeking a challenging role with a rapidly growing organisation. Bringing my skills and years of experience to assist the company with accounting operations and procedures.

EXPERIENCE

SEP 2022
SEP 2023

ACCOUNTS ASSISTANT

Accounting & Taxation Center
Kollam, Kerala

- Preparing & entering sales and purchase vouchers.
- Verification of sales, banking transactions of dealers on a daily basis.
- Bank reconciliation and PDC entering.
- Ledger verification of debtors and creditors.
- Managing and preparing inventory reports & reconciling stock balance at the end of every month.
- Raising reports & statistics regularly (in/out) status report & dead stock report as well.
- Maintaining petty cash book.
- Preparing vouchers & journals.
- Handling of all accounts payables & receivables.
- Preparation of trial balance, profit & loss account & balance sheet.

EDUCATION

2017-20

B.COM - TAXATION
Kerala University

2015-17

PLUS TWO - COMMERCE
State Syllabus, Kerala

DECLARATION

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

Sulaiikha S



sulaikhasulu001@gmail.com



+971 56 368 2874
+91 7561 864 336



Nadeera Manzil, Kadinamkulam
Trivandrum, Kerala, India - 695 303

LANGUAGES

English



Hindi



Malayalam



SKILLS

- Proficient in Tally
- Financial Calculation and Analysis
- Book keeping
- Account Reconciliation
- Payroll operations
- Better Communication Skills
- Multi Tasking

SOFTWARES

- Tally
- MS Office
- SAP FICO

PERSONAL INFO

Date of Birth

02nd March, 1999

Gender

Female

Marital Status

Married

Nationality

Indian