

- 🚢 SREEJITH CHANDRAN P. S
- POORADAM CHERUNNIYOOR PO VARKALA, TRIVANDRUM KERALA, INDIA, 695142
- +971 55 897 5151
- sreejithcherunniyoor@gmail.com
- **22/05/1986**
- Trivandrum, Kerala, India
- Male Male
- 🚨 Indian
- Married
- Indian Driving Licence 16/791/2017
- **PASSPORT NO.: N8194864** DATE OF ISSUE: 30/03/2016 DATE OF EXPIRY: 29/03/2026 PLACE OF ISSUE: TRIVANDRUM
- Languages Known English Hindi Malayalam

SREEJITH CHANDRAN P. S

To be an enthusiastic, successful, self-disciplined individual using my abilities to its maximum potential in a reputed concern and play a creative role to the company's excellence.

ACADEMIC CREDENTIALS

2007 - 2009 M.Com(Finance)

Kerala University

2003 - 2006 B.Com (Co-Operation)

Kerala University

2002 - 2003 **Higher Secondary**

Board of Higher Secondary

Education - Kerala

Matriculation

Board of Public Examination

Kerala

2001

■ WORK EXPERIENCE

MAY 2018 TO FEB 2023

ACCOUNTANT

Azeezia Institute of Medical Science and Research Centre

Meeyanor P. O.

Kollam

Ph: 0474 - 2722425

KEY RESPONSIBILITIES

- Process petty cash claims and reimbursements.
- Bank Reconciliation.
- General ledger Accounting.
- Maintained all accounting records and files and prepare purchase order and work order.
- Support month end and year end close process.
- Performed the processing duties of accounts payable inluding laison with vendors and staff to ensure prompt payment of invoice.
- Utilized excel, prepare a monthly list of all payable transactions to submit to the management for review.

JAN 2013 TO DEC 2013 JUNE 2015 TO MAY 2016

JUNIOR CLERK

CHERUNNIYOOR SERVICE CO-OPERATIVE BANK LTD. NO. 726 CHERUNNIYOOR P. O., VARKALA, 695142

PH: 0470 2602366



Interests

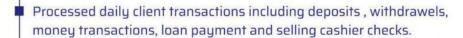
Teaching Sport Watching Movies



REFERENCES

Available upon request

KEY RESPONSIBILITIES



Perform all duties handling money carefully and responsibly to prevent errors or misunderstandings.

2011

ENROLLMENT AGENCY OPERATOR



SKILLS

- Microsoft Excel
- Microsoft Word
- Tally
- Customer Relationship
- Cash Handling
- Data Entry
- Team Work



DECLARATION

I hereby declare that the above furnished particulars of facts and informations stated are true, correct and complete to the best of my knowledge and belief.