



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
- **2001** **Matriculation**
Board of Public Examination
Kerala



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 including liaison 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

SREEJITH CHANDRAN P. S

POORADAM
CHERUNNIYOOR P O
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KERALA, INDIA, 695142

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22/05/1986

Trivandrum, Kerala, India

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



Interests

Teaching
Sport
Watching Movies



REFERENCES

Available upon request

KEY RESPONSIBILITIES

- Processed daily client transactions including deposits , withdrawals, money transactions, loan payment and selling cashier checks.
- 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.