

CURRICULUM VITEA

SONY BALARAMA

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Career Objectives

To optimally utilize the present abilities, expertise and knowledge in the organization, so as to enable the organization achieve its goals and at the same time capture opportunities for constant learning and career development.

Academic Profile : MBA from Sikkim Manipal University

Technical Profile : E-Office, E-Finance (92%), MS-Office (Microsoft Word, MS Excel, M S Power point, TALLY, Internet etc.)

Professional Experience : 2+ Years

COMPANY : AGRI GOLD FARM ESTATE PVT LTD

Designation : Accountant

Duration : 2010-2012

Specific Job Responsibilities :

- Handling Cash Transactions.
- Booking Expenses.
- Petty cash Handling.
- A/C receivable & A/C payable.
- Preparing of purchase bills & sales bills.
- Handling Vouchers to customers.
- Tallying signature of customers through bonds.
- Verifying documents required for bonds of customers.
- Checking of dues amount.
- Making Payment to Customers day to day.
- Preparing outstanding amount transactions.
- Preparing Profit and loss account for daily basis.
- Preparing Profit and loss account for monthly.
- Auditing of accounts for quarterly.

Key Highlights :

- Handling maturity bonds of the customers.
- Preparing receipts of the maturity bonds.
- Preparing summary for the customers accounts
- Played a vital role in carrying out accounts finalization.
- Monitoring branch Expenses and advises to Branch Manager.
- Ensure proper and daily accounting of all transactions.
- Fund Management for meeting day to day Branch Expenses & Vendor Payments.
- Regular Scrutiny of Trial Balance.
- Cash Receipts and Cash Payments.
- Cheque Return Details.

Soft Skills:

- Ability to communicate effectively.
- Ability to work closely with people at all levels.

- Ability and enthusiasm to learn new concept.
- Dedication and hard work towards achieving the objectives and goals.

Academics

Course	Institution /University	Percentage Obtained	Year Of Passing
SSLC	CANARA HIGH SCHOOL URVA KSEEB	70.72%	2002 – 03
PUC (COMMERCE)	Besant PU College PUEB	80.83%	2005 – 06
BBM	SDM COLLEGE MANGALORE UNIVERSITY	64.32%	2006 - 09
MBA	SIKKIM MANIPAL UNIVERSITY	62.22%	2011-13

Personal Profile:

Name : SONY BALARAMA

Husband Name : BALARAMA

Father`s Name : PADMANABHA SALIAN

Birth : 14-06-1987

Nationality & Religion : INDIAN HINDU

Languages Known : ENGLISH. HINDI, KANNADA, TULU

Marital Status : MARRIED

Passport No. : H9926536

Passport Expire Date : 02/03/2020

Visa Status : RESIDENTIAL VISA

Permanent Address : VINAYAK KRIPA
BEHIND GOVINDA DASA COLLEGE
SURATHKAL
MANGALORE

Present Address : AL KAIF BUILDING
ROOM NO 704
MUWAILEH STREET, NATIONAL PAINT
SHARJAH

Declaration

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

Place: SHARJAH

(SONY)