

CURRICULAM VITAE



SANIL KUMAR S

Contact Details:

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e-mail:

sanilkumar.sak@gmail.com

Personal Data:

Date of Birth: 28 /05/ 1988

Sex: Male

Nationality: Indian

Marital Status: Married

Visa Status: Employment

Current Location: Dubai, UAE

Objective

To obtain a challenging and demanding job in **Accounts or Administration** fields that will further enhance my knowledge and skills that shall yield the twin benefits of job satisfaction and a steady-paced professional growth.

Professional Experience

Accountant in RAK MIX LLC-Dubai Branch (From March 2018 To June 2021).

One of the leading Ready Mix Concrete suppliers in Dubai & Ras Al Khaimah.

- Maintaining Basic Accounts & Data Entry.
- Preparation of Monthly Tax invoice and statements.
- Payroll Preparation.
- Petty Cash Handling & Verification
- Branch accounting.
- Purchases and inventory posting
- Customer & Supplier relations.
- Continuous contact with production dept.
- Coordination with Store Dept. for Preparing Stock Report.
- Vat Calculation.
- Supplier Statement Reconciliation.

Previous Experiences

Works as an **accounts clerk & admin** staff in Al Jufoon Engineering LLC Fujairah, UAE. (From Aug 2012 to March 2018).

Customer Service Executive in Vilayil Financiers, Kollam, Kerala. (From Jan 2011 to Jun 2012)

Experience as an Accounts Clerk from M/s Harikumar & Associates – Chartered Accountants. Kerala, India (From November-2009 to December-2010)

Educational Qualifications

Bachelor of Commerce (B.COM Co-operation): **2005-2008**

Kerala University, Kerala, India.

Master of Commerce (M.COM Finance): **2011-2013**

MaduraiKamaraj University, Tamilnadu, India.

Additional Qualifications (IT Exposure)

- **Tally** and **Focus** Accounting Software's.
- Good working experience in **Microsoft Office Applications**.
- Good skill in **Internet Applications**.

Languages Known

- English
- Hindi
- Tamil
- Malayalam

References

Available on Request.

Passport Details

Passport No : S3417450
Place of Issue : TRIVANDRUM
Date of Issue : 24-07-2018
Date of Expiry : 23-07-2028

Declaration

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

Place: Dubai

Date : 23-06-2021

SANIL KUMAR