



SANTO P M

ACCOUNTANT

SKILLS

- Tally ERP
- Microsoft Office
- Financial Accounting
- Peachtree
- Computerized Accounting
- Bank Reconciliation
- Final Account Preparation
- Sales Tax & Income Tax Submission
- TDS e-filing

CONTACT

 Pulikkotttil House, North Kottol, P O Karikkad, Thrissur, Kerala-680519, India

 Current Address: Salmaniya, Bahrain
 sankottol@gmail.com

 BH:+973 34207567

 sankottol

PASSPORT

- Passport No : N5951378
- Place of issue : Cochin
- Date of Expiry : 08-12-2025

EDUCATION

- **Diploma in Computerized Financial Accounting (DCFA)**, 2013
- **Bachelor in Commerce (B.com)** -The University of Calicut, 2011-2013
- **Higher secondary Education**- Commerce -Kerala Examination Board, 2008-2010

PERSONAL PROFILE

An experienced professional with 3 years of experience in company accounts with a proven track record of delivering optimal output from available resources. Experienced in accounting duties: daily accounts, computerized accounting (Tally ERP), fund transfers, day book preparation, final accounts, salary payroll preparation, motivator, and providing training and administration duties: maintaining records, office duties, attendance, and overall coordination.

CURRENTLY WORKING

Accountant- Blue Swimming Crab Factory, Bahrain

JUN 2020 -

- **Filing VAT:** Processing all invoices for submitting monthly returns.
- **Petty Cash:** Responsible for handling petty cash and maintain ledgers on daily basis.
- **Accounts Payable:** Processing local & Foreign purchase invoices and making payment for suppliers.
- Support other departments (Purchase and Production) as necessary.

WORK EXPERIENCE

Accounts Officer - Havelock One, Asker, Bahrain

MAR 2017 - MAY 2020

- **Nominal Ledgers:** Processed invoices with corresponding nominal coding. Dealt with supplier inquiries. Reconciled monthly Cheque reports / supplier statements and issue of payments. Maintain Ledgers on daily basis.
- **Accounts Payable:** Responsible for handling all kind of payment made to Foreign & local Suppliers, Subcontractors, Service providers, Advances and other payments as and when necessary.
- **Internet Banking:** Monitoring bank accounts on daily basis and arranging payments through internet banking as and when necessary.
- Support other departments (Subcontracting, payroll and A/R) as necessary.
- Working with other departments to ensure timely and accurate information.
- Perform additional administrative assignments in accordance with the FC's direction.

PERSONAL DETAILS

- DOB : 20th Jan 1993
- Age : 27
- Sex : Male
- Marital Status: Single
- Languages : English, Hindi, Malayalam

Junior Accountant - SPL & Associates, Kerala, India

MAY 2013- FEB 2017

- Preparing registers and keeps them updated.
- Data compilation and consolidation.
- Data entry and data management.
- Book keeping and Daily petty cash book management.
- Analyzed, examined, and interpreted account records, compiled financial information, and reconciled reports and financial data.
- Banking and Financial transactions and preparing financial statements and reports.
- Experience in Kerala monthly returns and taxation and Income tax.
- Reconciles Banking financial discrepancies by collecting and analyzing accounting information.