



SREERAJ PUTHIYEDATH PARAMESWARAN

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Email id: -sreerajprmswr@gmail.com

Personal Details:

Sex : Male

Date of Birth : 1989-12-09

Nationality : Indian

Marital Status : Single

Passport Number: V7784590

Iqama Number : 2414136081

Iqama Status : Valid Transferable

Objective

To obtain challenging and responsible position in an organization wherein I contribute to the successful growth of an organization using my abilities and Knowledge.

Profile :

Looking for Administrative cum Assistant Accountant Job with more than 5 years' experience in the field of Accounting and Admin Related procedure.

Education:

B-Com: COMMERECE

MG University - KOTTAYAM

Completed

Higher Secondary School

GOVERNMENT OF KERALA GENERAL EDUCATION DEPARTMENT - THIRUVANTHAPURAM

High School

EDUCATION BOARD OF KERALA - THIRUVANTHAPURAM

Professional Experience:

2018-06 - 2025-01	Admin Assistant <i>ABANA ENTERPRISES GROUP CO., Riyadh</i> <ul style="list-style-type: none">• Accountability in the Workplace• Administrative Office Procedures• Administrative Support• Archiving and Records Management• Basic Book keeping• Executive and Personal Assistants• Organizational Skills• Microsoft Dynamics.
2016-06 - 2018-06	Cash Management Center Assistant <i>ABANA, Riyadh</i> <ul style="list-style-type: none">• Counting of Al Rajhi Bank Branch and Customer Cash• Segregation of cash• Detection of Fake Notes• Identifying of Excess and Shortage of Bank and Customer Cash and reporting to the Cash Center Management
2015-06 - 2016-04	Accountant Assistant <i>Creative Ply Boards, KERALA, KERALA</i> <ul style="list-style-type: none">• Company Overview: India• Responsibilities include preparation of Accounts by using TALLY Computerized Accounting Software
2014-03 - 2015-05	Accountant Assistant Cum Office Assistant <i>K.P. Associates, Kerala</i> <ul style="list-style-type: none">• Company Overview: India, Kerala (Sales Tax Consultant Firm)• Responsibilities include preparation of Accounts by using Computerized Accounting and Sales Tax Filing of Firms• India, Kerala (Sales Tax Consultant Firm)
2013-04 - 2014-02	Librarian Cum Office Assistant <i>AKSHRAM VILLAGE LIBRARY, KERALA, KERALA</i> <ul style="list-style-type: none">• Responsibilities include preparation of Accounts• Maintenance of Library Book Issue Register & Stock Register

2011-05 -
2013-03

Audit Assistant Cum Office Assistant

Kuria Chan And Nova, PERUMBAVOOR, KERALA

- Responsibilities include conducting audit for clients
- Electronic Filing of Income Tax Returns.

Language Known:

English

Arabic

Hindi

Malayalam

Tamil

Computer Proficiency:

MS office, Tally ERP and Microsoft Dynamics.

Declaration:

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