



SREERAJ PUTHIYEDATH PARAMESWARAN

Mobile no: - +966546099267

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

GOVERMENT OF KERALA GENERAL EDUCATION DEPARTMENT - THIRUVANTHAPURAM

High School

EDUCATION BOARD OF KERALA - THIRUVANTHAPURAM

Professional Experience:

- 2018-06 - Admin Assistant
2025-01
- ABANA ENTERPRISES GROUP CO., Riyadh*
- 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 - Cash Management Center Assistant
2018-06
- ABANA, Riyadh*
- 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 - Accountant Assistant
2016-04
- Creative Ply Boards, KERALA, KERALA*
- Company Overview: India
 - Responsibilities include preparation of Accounts by using TALLY Computerized Accounting Software
- 2014-03 - Accountant Assistant Cum Office Assistant
2015-05
- K.P. Associates, Kerala*
- 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 - Librarian Cum Office Assistant
2014-02
- AKSHRAM VILLAGE LIBRARY, KERALA, KERALA*
- 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.