



# SANIGA GEORGE

ACCOUNTANT

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Dubai, UAE

Linkedin:saniga-george

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## PROFESSIONAL SUMMARY

Detail-oriented Accountant with over 2 years of progressive experience in the hospitality industry. Proficient in financial reporting, budget preparation, payroll processing, and tax compliance. Demonstrated expertise in multiple accounting software platforms including SAP, Tally, and Zoho Books. Strong analytical skills with a focus on process improvement and accuracy in financial operations.

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## TECHNICAL SKILLS

- **Accounting Software:** SAP (FICO, S4, HANA), SAP (MM, S4, HANA), Tally Prime, Tally ERP 9, ZOHO Books, QuickBooks
- **Tax Systems:** GCC VAT, Goods & Services Tax (GST)
- **Microsoft Office:** Advanced Excel, PowerPoint
- **Industry-Specific:** Petpooja (Hospitality Management Software)

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## PROFESSIONAL EXPERIENCE

### ACCOUNTANT

#### Willmount Resorts Pvt Ltd | Kakkanad, Kerala | March 2024 - March 2025

- Managed the complete budgeting process by collecting financial data, preparing detailed budget reports, and conducting comprehensive budget analysis
- Executed accurate payroll processing for all employees, ensuring compliance with relevant tax laws and regulations
- Facilitated internal and external audit processes by organizing documentation, preparing audit schedules, and providing timely information to auditors
- Oversaw accounts payable and accounts receivable functions, implementing efficient processes for tracking and collecting payments
- Performed monthly bank reconciliations to ensure accuracy and identify discrepancies in financial records
- Prepared comprehensive financial reports including balance sheets, income statements, and cash flow statements for management review
- Supported cross-departmental initiatives through general administrative duties and financial consultation

### JUNIOR ACCOUNTANT

#### Willmount Resorts Pvt Ltd | Kakkanad, Kerala | March 2023 - February 2024

- Recorded and maintained accurate financial transactions using Tally and Zoho accounting systems
- Managed the complete accounts payable cycle including expense verification, vendor payment processing, and documentation
- Administered accounts receivable functions including invoice generation, payment tracking, and client account reconciliation
- Conducted regular bank reconciliations to maintain accuracy in financial reporting
- Analyzed and monitored operational expenses to identify cost-saving opportunities and improve financial efficiency
- Assisted in the preparation of key financial statements including balance sheets, income statements, and cash flow statements
- Recognized as Best Employee of the 3rd Quarter 2024 for outstanding performance and contribution

EDUCATION AND CERTIFICATION

Certified Management Account (CMA-US)	2024 - Currently Pursuing
Ledergate Academy   Kerala, India	
Diploma in Corporate Accounts And Material Management	
Accounts service society   Kerala, India	2022 - 2023
Bachelor Of Commerce (B.Com)	
Kannur University   Kerala, India   CGPA: 8.078	2019 - 2022

CORE COMPETENCIES

- Financial Reporting (GAAP & IFRS)
- Tax Preparation & Planning
- Budgeting & Forecasting
- Financial Analysis
- Account Reconciliation
- General Ledger Management
- Payroll Administration
- Tax Compliance (VAT, Corporate Tax)
- Accounts Payable & Receivable
- Problem-Solving
- Critical Thinking

ACHIEVEMENTS

Best Employee of the 3rd Quarter 2024

LANGUAGES

- English (Fluent)
- Malayalam (Native)
- Hindi (Beginner)
- Tamil (Intermediate)

PERSONAL DETAILS

- Passport Number: X6135115
- Visa Status: Visiting Visa
- Expiry Date: 15/02/2033
- DOB: 26/01/2001
- Nationality: Indian
- Marital Status: Single

REFERENCE

ASHIK ABIL VA  
CFO & HR  
HR@WILLMOUNT.COM