Shijo

[Shijo.276381@2freemail.com](mailto:Shijo.276381@2freemail.com)

**CAREER OBJECTIVE:**

To get the position of professional accounting in an organization and enhance my mathematical and accounting knowledge for the growth of my career.

**CAREER PROFILE:**

* Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Excellent written and verbal communication skills.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking.
* Finalization of accounts and preparing necessary reports to the Auditors.
* Preparation of MIS reports to Top Management.

**KEY SKILLS**

* Capability of keeping a detailed record of all the account details right from general ledger entries to maintaining balance sheet for the organization.
* Excellent coordination and communication skills that can help to establish a peaceful environment within the organization.
* Highly talented in planning different strategies to convince any professional client to invest in the plan concerned.
* Proficient in establishing a written and verbal communication in English, Hindi and Malayalam Languages with the professional client.

**COMPUTERSKILLS:**  
Good knowledge of Tally (4.5, 5.4, 6.3, 7.2, ERP 9), MS Office, FoxPro, Lotus and other computer applications used in accounts keeping.

**EDUCATIONAL QUALIFICATIONS**

* Successfully accomplished a Bachelor's Degree (B.com) with Computer Application (3 years full time) from Mahatma Gandhi University, Kerala; studied at Marian College, Kuttikkanam, India- Year 2004.
* Successfully accomplished Higher Secondary with Mathematics and Commerce from Kerala Higher Secondary Board; studied at St: Dominic’s Higher Secondary School. Kanjirappally, India- Year 2001.
* Successfully accomplished Secondary Education from Board of Secondary School of Education, Kerala studied at St: Dominic’s Higher Secondary School, Kanjirappally, India- Year 1999.

**PROFESSIONAL EXPERIENCE**

1. **Post: Accountant**

**Organization: Shater Abbas International Group, Doha, Qatar.**

**Duration: From July 2015 to till**

1. **Post: Accountant**

**Organization: Singh & Company LLC, Muscat, Sultanate of Oman**

**Duration:** From July 2013 to Jan 2014.

• Responsible for day to day finance and accounts operations.

• Perform full set of accounts and ensure timely closing of accounts.

• Perform cash flow forecasting and working closely with the operations and

project teams in analyzing margins, variances and cost analysis.

• Issue project cost reports for review and approval.

• Develop and maintain internal control and effective accounting system and policies for the

set up.

* Finalization of accounts and prepare necessary reports to auditors.
* Handling Bank transactions and Reconciling bank statement with cash book.
* Preparing payroll, settlement statement of employees as per the system of the organization.
* Close monitoring of Customers & Suppliers Accounts and its reconciliation.
* Preparing statements and ageing analysis of Suppliers and Customers accounts.

1. **Post: Accountant**

**Organization: Accounting World, Kerela, India**

**Duration**: From Jan 2011 to May 2013 and Feb 2014 to till date  
**Role:**

* Maintain a record of monthly, quarterly, half quarterly and yearly audited, accounting statements and balance sheets for the organization and forward the same to the team head.
* Analyze the accounting details of different professional clients and mail the details to team lead.
* Keep a record of the monthly earnings based on the investment plan for the professional client and deliver the earnings after the lapse of time period.
* Acquaint the professional client with the various investment plan options proposed by the organization and convince the client to invest in the best suited.
* Maintain the statistics of the accounts details of the client and report him the dues, if any, by handling Bank transactions and Reconciling bank statement with cash book
* Validate the client's plan as per the documents submitted and ensure on time submission of the plan investment and Sales Tax related works.
* Report unaccounted transactions of the professional client to the management team and implement the action proposed against the client concerned.

1. **Post: Accountant**  
   **Organization: International Group of Hotels Muscat, Sultanate of Oman  
   Duration**: From July 2008 to October 2010

• Responsible for day to day finance and accounts operations.

• Perform full set of accounts and ensure timely closing of accounts.

• Perform project cost forecasts/budgets, cost tracking, monitoring and controls.

• Responsible for timely monthly consolidated financial statements, payments, cash-flow

management reporting for submission to HO.

• Review & approve payment vouchers & journal entries.

• Perform cash flow forecasting and working closely with the operations and

project teams in analyzing margins, variances and cost analysis.

• Issue project cost reports for review and approval.

• Develop and maintain internal control and effective accounting system and policies for the

set up.

• Finalization of accounts and prepare necessary reports to auditors.

• Handling Bank transactions and Reconciling bank statement with cash book.

• Preparing payroll, settlements of employees as per the system of the organization.

• Close monitoring of Customers & Suppliers Accounts and its reconciliation.

• Preparing statements and ageing analysis of Suppliers and Customers accounts.

1. **Post: Audit Senior**  
   **Organization: Rajendran & Co, Chartered Accountants,Kerala**  
   **Duration**: From May 2005 to February 2008

• Perform and supervise the broadest range of auditing, tax, and accounting issues from

start to finish, oversee larger and more complex engagements, potentially one or more

assignments simultaneously.

• Plan and coordinate the various phases of the fieldwork such as staff requirements,

logistics, audit programs, and time budgets.

• Schedule, delegate, and review the work of one or more staff members, support on-the-

job training, and evaluate their performance.

• Guide the decision making process on all but the most unusual audit and accounting

matters.

• Ensure complete and timely engagement wrap-up to include preparation and/or review of

financial statements and tax returns, schedule Principal and central reviews, may coordinate

closing meetings with clients.

# **PERSONAL DETAILS**

Sex : Male

Marital Status : Single

Age & Date of Birth : 31, 15-01-1984

## Religion : R.C.S. Christian

Nationality : Indian