

**LIJO**

**Email:** **lijo.339304@2freemail.com**

#### **CAREER OBJECTIVE**

To grow professionally with the company, focusing my services and potential for the better growth of the company and self.

**EDUCATIONAL QUALIFICATIONS**

* **MBA (Finance and Marketing)**

From Anna University, Tamilnadu, India.

Year of Passing: 2006

* **B Com**

From Kerala University, Kerala.

Year of Passing: 2004

**PROFESSIONAL EXPERIENCE**

**Total 9 years’ Experience in Accounts & Administration.**

**Organization : FABRICAST FZC, SAIFZONE, SHARJAH, UAE.**

**Designation : Accountant.**

**Period : From October 2015 to till date.**

**Job Responsibility:**

* Maintaining books of Accounts in computerized environment.
* Processing of Invoices.
* Preparing documents for processing of invoices.
* Reconciliation of Debtors and creditors accounts periodically.
* Salary and wages preparation and disbursement.
* Maintaining petty cash accounts.
* Receipts and payments handled.
* Bank related works.
* Preparing online customs papers.
* Preparing quotations and purchase orders.
* Assisting the queries and mails of the clients.
* Assisting total management of the company.

**Organization : South Kerala General Finance (NBFC), Adoor, Kerala**

**Designation : Accounts cum Administration Manager**

**Period : From February 2013 to October 2015**

**Job Responsibility:**

* Providing instructional leadership to branch managers.
* Developing and implementing the company’s strategic plan.
* Preparing financial reports.
* Bank related works.
* Motivating sales staff.
* Took care of the total indent requirement of the Bank.
* Assisting total management of the Bank.
* Regular interaction with various heads of departments.
* Collaborated extensively with auditors during preliminary and year-end audit process.
* Maintaining statutory books of accounts viz., journal, ledger, cash book & subsidiaries in compliance with time & accuracy norms.
* Salary and wages preparation and disbursement.
* Daily report on day to day basis including financial statements submission to the authorities.

**Organization : ACS a Xerox Company,Infopark, Cochin,Kerala.**

**Designation : Accounts Associate**

**Period : From December 2011 to January 2013**

**Job Responsibilities:**

* Accounts payable in SAP.
* Processing of Invoices.
* Maintaining invoices and keeping that according to the company norms.
* Preparing documents for processing of invoices.
* Preparing Bank related documents such as check issuing and receiving & also making Bank Reconciliation statement.
* Using SAP for making final statements and processing invoices.
* Assisting the queries and mails of the clients.
* Accounting Invoice of Purchases & Sales, Expenses, and Incomes & Payments of various clients.

**Organization : Rajukutty Joseph & Associates (CA Firm), Adoor, Kerala**

**Designation : Accountant cum Audit Assistant**

**Period : From November 2009 to November 2011**

**Job Responsibilities:**

* Maintaining book of Accounts in computerized environment up to finalization.
* Auditing of various books like purchase book, sale book, cash book, journal book etc.
* Reconciliation of Debtors and creditors accounts periodically.
* Bank related works & E-filing and Taxation.
* Vouching of various Subsidiary Books like Journal book with cash book.
* Thoroughly reviewed financial statements and tax audits to correct any discrepancies.
* Ensure reconciliation of all sub ledgers & general ledger is performed on regular basis.

**Organization : Christian College of Nursing, Bangalore.**

**Designation : Accountant.**

**Period : From September 2007 to August 2009**

**Job Responsibilities:**

* Maintaining books of Accounts in computerized environment.
* Receipts and payments handled.
* Assisting total management of the institution.
* Regular interaction with various heads of departments.
* Daily Management Reporting - including financial statements submission to the authorities.

**COMPUTER SKILLS**

* Microsoft office word, Excel
* Accounting Packages- Tally ERP 9, SAP

# **STRENGTHS**

* Excellent team player with good communication skills
* Confident and dedicated
* Quick learner & Good listener

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| **PERSONAL PROFILE** |
| **Date of birth** | 25th May 1984 |
| **Gender** | Male |
| **Marital Status** | Married |
| **Nationality** | Indian |
| **Languages** | English, Malayalam, Hindi and Tamil |
| **Hobbies** | Pencil Drawing, Painting like Oil and Acrylic painting. |

**Date of Issue : 08-02-2013**

**Date of Expiry : 07-02-2023**

**Place of issue : Trivandrum**

**Declaration**

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

**Lijo**