

**Personal Profile:-**

**Name: Prijo**

**Date of Birth: 7th** Sept 1990

**Nationality**: Indian

**Religion: Christian**

**Gender: Male**

**Marital Status**: Married.

**Place of Issue**: Trivandrum

**Date of Issue:** 09/11/2012

**Expiry Date:** 08/11/2022

**Visa Status: Visit Visa**

**Class of Vehicle**:

MC with gr and LMV

**Contact Details:-**

Mobile No: +971504973598

E-Mail Ids :-prijo.342603@2freemail.com

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**Languages Known:**-

English, Hindi and Malayalam.

**PROFESSIONAL EXPERIENCE**

**Worked with RADIANT INDUSTRIES, SHARJAH.**

(**December 2013 to December 2016)**

**Job Profile**: **ACCOUNTS HEAD cum OPERATIONAL MANAGEMENT.**

**N a t u r e o f w o r k**

Preparation of financial statements.

Preparation and checking of Vouchers, Bills,

Invoices etc.

Coordinating with clients for payments.

Preparation and posting of cheques and

Credit notes.

Preparation of documents and daybooks.

Recommends financial actions by analyzing

Accounting options.

Maintains financial security by internal controls.

Maintains accounting controls by preparing and

Recommending policies and procedures.

Substantiates financial transactions by auditing documents.

Making of quotations.

Prepare purchase orders and send copies to suppliers

And to departments originating requests.

Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.

Respond to customer and supplier inquiries about order Status, changes, or cancellations.

Review requisition orders in order to verify accuracy, Terminology and specifications.

Perform buying duties when necessary.

 Worked with **RELIANCE INDUSTRIES**, **NEW MUMBAI, INDIA**. For the period 

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**June 2013 to November 2013.**

Job Profile : **EPPR Administrator cum Planning Assistant.**

**N a t u r e o f w o r k**

Preparation of project reports.

Planning the project based upon the project reports.

Reporting of weekly, by weekly, monthly progress to

The project head.

Scheduling the project based on the project reports.

Day to day updating of project progress.

**Strengths:-**

Committed, faithful, patient, reliable & responsible

**Abilities:-**

* Can work as a reliable and response.
* Able to work well with others.
* Can perform related duties as required.

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|  |  Worked with M/S. **THUNDIATH FUND PVT. LTD, KERALA, INDIA.** for the period  |
|  |  |  |
|  | **May 2011 to June 2013. (Part-time).** |
|  | Job Profile | : **Account Assistant.** |



**N a t u r e o f W o r k**:

Preparation and checking of Vouchers, Bills etc.

Preparation of documents and day books etc..

Coordinating with Customer for Payment.

Calculation of salaries

Making receipt of payment.

Maintains customer confidence and protects operations By keeping financial information confidential.

Prepares payments by verifying documentation, and

Requesting disbursements.

Contributes to team effort by accomplishing related result As needed.

**Dreams:-**

* Work sincerely with job satisfaction in a good firm

**Hobbies:-**

* Listening to Music.
* Watching and Playing Cricket
* Playing chess.

\*Playing football

\*.Watching movies.

**OBJECTIVE:**

Aiming to achieve a challenging position where I can make a Significant contribution to the management, which would give me the opportunity to Prove my capability and raise my professional experience.

**KEY SKILLS:**

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|  |  |  |
|  |  | Ability to think logically & execute ideas effectively. |
|  |  | Self-motivated, Co-operative & Positive Thinker.  |
|  |  | A Good Learner.  |
|  |  | Flexible & Highly Adaptive.  |

 Result oriented approach to finish a given project in time with utmost Perfection.

**EDUCATIONAL QUALIFICATIONS:**

* **Professional Qualifications**

**Computer Higher Diploma in Software Engineering** Passed in 2011 from **NIIT,** Chengannur, allappey (dist.), Kerala, india.

* **Academic Qualifications:**



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| ***Examinations*** |  | ***Board/*** |  | ***Institute*** |  | ***Year*** |  |
|  |  | ***University*** |  |  |  |  |  |
| M.Com. |  | M.G. |  | St.Thomas College, |  | 2013 |  |
|  |  | University |  | Kozenchery - Kerala |  |  |  |
|  |  |  |  |  |  |  |  |
| B.Com. |  | M.G. |  | St.Thomas College, |  | 2011 |  |
|  |  | University |  | Kozenchery - Kerala |  |  |  |
|  |  |  |  |  |  |  |  |
| Plus Two |  | HSE. Kerala |  | SVGV Higher Secondary |  | 2008 |  |
|  |  |  |  | School, Kidangannur, |  |  |  |
|  |  |  |  | Kerala. |  |  |  |
| SSLC |  | Board of |  | SVGV Higher Secondary |  | 2006 |  |
|  |  | Kerala |  | School, Kidangannur, |  |  |  |
|  |  |  |  | Kerala. |  |  |  |

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**Doing MBA (FINANCE) at ANNAMALAI University from 2014.**

**TECHNICAL COMPETENCES:**

 MS- Office (MS Word, MS Excel, & MS PowerPoint). 

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|  |  | SQL, JAVA, DBMS, DOT NET.  |
|  |  | Tally.  |
|  |  | Peachtree Accounting, PACT accounting.  |

**PARTICIPATIONS:**

 Participated in Cricket for District team. 

Participated in Cricket for College team as captain.

* Participated in state school youth festival for drama. 

**DECLARATION:**

I hereby declare that above information is correct up to my knowledge and I bear the responsibility of above mentioned particulars.

**Date:** **PRIJO**

**Place: SHARJAH**

