

**SHIJAN**

[**SHIJAN.360791@2freemail.com**](mailto:SHIJAN.360791@2freemail.com)

**Objective:**

Seeking a position in Accounts / Office Administration with a well-known and growth oriented organization, where I can utilize my knowledge, my professional & personal skills.

***EDUCATION***

* **B.Com from Mahathma Gandhi University, Kerala, India**
* **M.Com from Mahathma Gandhi University , Kerala, India**
* **MBA Doing of M.G University (Off Campus), Kerala, India**
* **SIX SIGMA Corporate Accounts Profile Development Program**

**(From Fr. Damien Finishing School of Accounts, Cochin, Kerala, India)**

**Computer Knowledge**

* **Tally ERP 9**
* **M.S Office,**

**Professional Profile**

* 10 years of experience in Accounts & Administration India
* Expert in Tally ERP-9 & Taxation (Sales Tax, VAT, Service Tax)
* Presently working in Thomsun Group of Companies, Kerala as Senior Accountant- cum-Administrator
* An effective communicator with excellent relationship building &

Interpersonal skills.

* Well experienced in Accounts up to Finalization and all Finance related jobs.
* Excellent in decision making and having strong sense of responsibility.
* Having excellent Administration and Public Relation skill
* Experienced in Inventory / Import / Export / Letter of Credit
* Can do Credit Control & Follow up of Outstanding Payment
* Knowledge in Cash flow, Fund flow and Letter of Credit
* Have done Cash Flow Statement & Aging Analysis.
* Experienced in statutory Accounts, i.e. Sales Tax (VAT), Service Tax
* Experienced in Bank Reconciliation
* Having Indian Driving License, (2/3/4 Wheeler)

**Professional Experience**

**Kemlogic Labcare Pvt. Ltd, Kochi, Kerala, India (15-03-2006 to 1-04-2013)**

**Duties**:

* Preparation of sales register, purchase register, cash book, Sales & Purchase invoicing, stock Register by using the accounting package Tally ERP.9
* E-filing of Sales Tax, Service Tax, Central Excise.
* Supervising Junior Financial staff
* Inventory control, Delivery Verification
* Preparation of various reports for senior managers
* Assist to auditors in the time of auditing
* Performed general office duties and administrative tasks
* Preparation of monthly reconciliation
* Maintain records and files in an orderly and systematic manner
* **Training of fresher’s staff**

**Thomsun Group of Companies in Kochi, Kerala, India (02-04-2013 onwards)**

**Duties:**

* Maintain Books of Accounts, such as Debtors, Creditors, Payroll, Bank & Cash Book
* Finalization of Balance sheet and other financial statements
* Internal auditing, E-filing of Service Tax, Sales Tax (KVAT).

\* Preparation of accounts by using Tally ERP.9

* Preparation of sales register, purchase register, stock register and invoicing
* Preparation of company accounts and tax returns for audit
* Managing internal and external mailing function
* Monitoring and record company expenses
* Reconciling of bank statement and balance sheet
* Performing general office duties and administrative tasks
* Negotiating with Banks/Debtors & Creditors
* Follow up of Debtors/Creditors and Reconciliation if their Accounts
* Placement of orders for day-today office requirements
* Attending important guests of the company

\* Submission of MIS to the Higher Authorities

**Languages Known**

**To Read, Write & Speak** : English, Malayalam Hindi

**Personal Details**

Age : 34

Date of Birth : 20th Nov. 1982

Sex : Male

**Visa Details**

* 90 Days Convertable Visit Visa
* Expiry Date : 10th June 2017