** JIJO** [**JIJO.369435@2freemail.com**](mailto:JIJO.369435@2freemail.com)

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| Experience | July 2006 to date  **Senoir Accountant ( Northern Emirates Location Incharge)**  Oasis Pure Water Company LLC ( 5 gallon , Aqua & Pet)  **Job Responsibilities**   * Ensure proper work allocation among the team members. * Monitoring and controlling the inventory system. * Analysis of customer agreement and proper allocation of expenses. * Reconciliation of control accounts * Preparation and approval of petty cash vouchers * Handling sister concerns and solving the issues and reporting to the same to Accounts Manager. * Analysis of customer aging report and sending the report to sales department on the basis of period of outstanding. * Managing the day to day operations in both the locations * Analysis of income statement with budgeted one. * Analysis of sales software (Ngage) transactions and coordinating with IT department for any variance arise. * Customer data submission for the new customer. * Coordinate with the other department for resolving the issues. * Coordinating and solving the queries of internal and external auditors.     May 2002 to June 2006  **Senior Accountant**  Nicholas Bottle Trading Comapany , Palakkad, Kerala, India  **Job Responsibilities**   * Preparation and analysis of financial statements. * Coordinate with statutory auditors and finalization of accounts. * Monthly preparation of Sales Tax, PF and ESI returns and filing to the concerned department. * Handling PF, ESI and Sales Tax disputes with the government department independently. * Preparation of customer aging report and initiating collection for the outstanding amount. * Preparation of supplier payments on the basis of due and issuing the cheques to them * Reconciliation of inter division transfer, bank accounts, customer account and supplier account.   October April 1996 to April 2002  **Audit Staff**  George and Paulson Chartered Accountants , Kerala , India  **Job Responsibilities**   * Act as a group leader of the various big concerns audit . * Controlling, coordinating and directing the junior auditors for completing the audit. * Preparation and finalisation of financial reports of public and private Limited companies. * Auditing of various government bodies and submitting the reports. * Act as a management advisor of the companies relating to income tax and investment policies. * Helping the client in various decision making such as product lines , make or buy,and investment in other public welfare funds. * Preparing the budget for the different organisations, analyzing the cause of variations and taking the measures to control the variations. * Preparing all reports related to Sales Tax , PF and ESI and helping the clients to solve the issues. |
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| **Education** | CA Inter : Institute of Chartered Accountants Of India |
| Languages  Special skills | Fluent in English, Hindi & Malayalam.  Accounting Package : Oracle 9.1  Application Package : MS office |
| Personal Information | Date of Birth : 25th February1974  Nationality : Indian  Marital Status : Married |