** JIJO** **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 February1974Nationality : IndianMarital Status : Married |