**CURRICULUM VITAE**

**RIJO**



**Contact Information**:

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SHARJAH, UAE

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# PERSONAL INFORMATION:

RELIGION: CHRISTIAN

NATIONALITY: INDIAN

SEX: MALE

MARITAL STATUS: MARRIED

DOB: 25/MAY/1990

**LANGUAGE KNOWN**:

ENGLISH, MALAYALAM, HINDI

**PASSPORT DETAILS:**

PASSPORT ISSUE: 31/08/2010

PASSPORT EXP : 30/08/2020

PLACE OF ISSUE: COCHIN

**VISA STATUS: VISIT VISA**

OBJECTIVE

SEEKING A CAREER SUITABLE JOB WITH CHALLENGES AND RESPONSIBILITIES TO ASSOCIATE WITH A PROGRESSIVE ORGANIZATION THAT GIVES ME SCOPE TO APPLY MY PROFESSIONAL KNOWLEDGE AND SKILLS AND TO BECOME A PART OF A DYNAMIC TEAM.

STRENGTHS

* EXCELLENT COMMUNICATION AND INTERPERSONAL SKILLS
* ABILITY TO TAKE INITIATIVE IN LEARNING ABOUT NEW TECHNOLOGIES AND ADDING VALUE TO ORGANIZATION.
* QUICK LEANER WITH AN ABILITY TO EASILY GRASP AND PUT INTO APPLICATION NEW IDEAS, CONCEPTS AND METHODS. VERY DEDICATED MOTIVATED TEAM PLAYER
* MAINTAIN POSITIVE ATTITUDE IN THE FACE OF CHANGES IN WORK ASSIGNMENTS.
* PATIENT LISTENER

EDUCATIONAL QUALIFICATIONS

* MBA – FINANCE, BHARATIAR UNIVERSITY. (DOING).
* B.COM (FINANCE.), MAHATMA GHANDI UNIVERSITY
* HIGHER SECONDARY – UNDER KERALA EDUCATION BOARD, KERALA
* SSLC – UNDER BOARD OF PUBLIC EXAMS, GOVT.OF KERALA

TECHNICAL QUALIFICATION

* DIFA- DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING (IAB)

PROFESSIONAL EXPERIENCES (6 YEARS)

**ACCOUNTS CUM INVENTORY ASSISTANT- UNIGLOBE GENERAL TRADING -RETAIL INDUSTRY, AJMAN, UAE. (OCT 2013 – DEC 2017**)

**ACCOUNTS:-**

**ROLE AND RESPONSIBILITIES**

* PREPARE DAILY SALES REPORT AND CASH COLLECTION REPORT.
* CHECK DAILY CASH REPORT SEND BY THE CASHIERS WITH POS-SHIFT REPORT.
* POS VERIFICATION: EOD CHECKING WITH DAILY CLOSEOUTS, DISCOUNT CHECKING ETC.
* VERIFICATION AND RECONCILIATION OF CREDIT CARD AND CASH SALES WITH BANK STATEMENTS AND RESPECTIVE ENTRY IN ACCOUNTS.
* COLLECTION OF CHEQUES (PDC) AND ENTRY THEREOF IN ACCOUNTS.
* DEPOSIT DAILY CASH COLLECTION INTO BANK.
* BOOKING OF BANK RECEIPT VOUCHER AND CASH RECEIPT VOUCHERS ON DAILY BASIS.
* DAILY UPDATING OF BANK LEDGERS.
* MONTHLY BANK RECONCILIATION.
* MONTHLY AND DAILY PREPARATION OF SHOWROOM PETTY CASH STATEMENT IN TUNE WITH CLAIMS FROM VARIOUS SHOWROOMS AND DAILY RECONCILIATION OF PETTY CASH ACCOUNT WITH PHYSICAL CASH.
* HANDLING OF ACCOUNTS PAYABLE AND RECEIVABLES.
* AUDITING EACH PROCESS OF PURCHASE. (WITH LPO, GRN & POD).
* HANDING ALL QUERIES REGARDING INVOICES, STATEMENT OF ACCOUNT AND PAYMENT.
* PREPARE PAYMENTS FOR SUPPLIERS MONTHLY BASIS OR ASPER AGREED PAYMENT TERMS.
* RECONCILIATION OF SUPPLIERS & CUSTOMER ACCOUNT AND ENSURING PREPARATION OF PAYMENT TO THE SUPPLIERS ON THE TIME.
* MONITORING PENDING PAYMENTS AND PREPARATION OF CHEQUE FOR FUND TRANFERS.
* DAILY UPDATING OF CUSTOMER BALANCE AND ASKING FOR PENDING PAYMENTS.
* MAKING MIS REPORT AS PER MANAGEMENT REQUIREMENT.

* PREPARE MONTHLY PAYROLL BY CALCULATING PAY AND DEDUCTION.
* PREPARE PAYMENTS FOR UTILITY BILLS.

**INVENTORY:-**

**ROLE AND RESPONSIBILITIES**

* MONITORS AND MAINTAINS CURRENT INVENTORY LEVELS, PROCESSES PURCHASE ORDERS (LPO) AS REQUIRED, TRACKES ORDERS AND INVESTIGATES PROBLEMS.
* CO-ORDINATING WITH SHOWROOM MANAGERS TO ENSURE THAT RECEIVING OF GOODS AND VERIFICATION OF MATERIALS RECEIVED WITH REFERENCE TO DELIVERY NOTE AND PURCHASE ORDERS.
* PREPARATION OF ‘MATERIAL RECEIPT NOTE’ (MRN) ON DAILY BASIS, AS PER GOODS RECEIPT NOTE (GRN) AND PROOF OF DELIVERY (POD).
* DELIVERY NOTE TYPING AND ENSURES UPDATES OF DAILY TRANSACTIONS.
* FOLLOWING FIRST IN FIRST OUT (FIFO) METHOD OF ISSUING IN CASE OF MATERIAL THAT HAVE SELF LIFE CONSTAINTS TO AVOID EXPIRES AND CHANGE OF PROPERTIES.
* PREPARES REPORTS, SUCH AS INVENTORY BALANCE, PRICE LISTS, SHORTAGES AND DAMAGE REPORT.

* ASSIST TO MAINTAIN STOCK AT APPROPRIATE LOCATION IN WAREHOUSE AND ROTATE STOCK TO REMOVE ALL OLD STOCK.
* PERIODICAL STOCK CHECKING IN ALL INVENTORY LOCATIONS AND PREPARE REPORTS FOR ALL SHORTAGES.
* VERIFICATION AND ANALYSIS OF INVENTORY RESULTS AND INVENTORY ADJUSTMENT FOR THE VARIANCE BETWEEN PHYSICAL COUNT AND SYSYTEM.
* PREPARE MONTHLY AND QUARTERLY FORECASTS AND STATEMENTS.
* COORDINATING WITH SALES AND PURCHASE DEPARTMENT AND ENSURING ‘NO SHORTAGE’ OF RUNNING GOODS.

**OTHER RESPONSIBLITES**

* UPDATE APROVED SELLING PRICE, OFFERS AND BARCODE IN POS.
* PREPARE MONTHLY SHIFT REPORT OF SHOWROOM CASHIER.

**ACCOUNTS CUM AUDIT ASSISTANT- ANIL ASSOCIATES, Accounts & Tax Practitioners, Kerala, India. (Apr 2011 –May 2013)**

* PREPARATION OF RECEIPT VOUCHERS, MANUAL CASH BOOK, VOUCHERS AND LEDGERS.
* PREPARATION OF BANK RECONCILIATION STATEMENT AND JOURNAL ENTRIES
* CROSS CHECKING VOUCHERS WITH LEDGERS.
* ASSIST IN THE PREPARATION OF FINANCIAL STATEMENTS.
* ASSIST IN THE PREPARATION OF VAT RETURNS.

TECHNICAL KNOWLEDGE

* TALLY.ERP 9
* FOCUS
* PEACHTREE
* MS - EXCEL, MS- WORD

HOBBIES

* SURFING NET, GYM, TRAVELLING, PLAYING CRICKET, LISTENING MUSIC AND WATCHING FILMS.

DECLARATION

I HEREBY DECLARE THAT ALL THE ABOVE FURNISHED INFORMATION IS TRUE TO BEST OF MY KNOWLEDGE AND BELIEF. THE ORIGINALS WILL BE PRODUCED AS REQUIRED. REFERENCES WILL BE FURNISHED ON REQUEST.

**RIJO**