**ACCOUNTANT WITH 4 YEARS EXPERIENE**

**Sijin**

Sijin.381567@2freemail.com

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| **CAREER OBJECTIVE** | To Work in a dynamic environment that provides me a wide spectrum |  |
|  | of experience and exposure. To bring a dynamic and versatile |  |
|  |  |

portfolio of skills at work place and to serve the organization with positive attitude and efficiency.

**EDUCATIONAL QUALIFICATION**

**WORK EXPERIENCE**

**CMA (Cost & Management** : Doing from Institute of Cost &

**Accountancy)** Management of India.

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| --- | --- | --- |
| **MBA** | **Finance** | : Result Waiting from Bharathiar University |
| **B.Com** | **Finance** | : in 2014 from Calicut University |
|  |  |  |

1. **Accountant**

Nova Collections Tiles & Sanitary Thrissur - Kerala

**1-Year** Period Served

**Responsibilities includes:-**

Vouching of Various Books like purchase book, Cash Book, Journal Book.

Reconciles financial discrepancies by collecting and analyzing account information.

Summarizes current financial status by collecting information

 following up on outstanding balances when required.

 Manage & Control inventory; maintain order Register, Material inward and outward Book

1. **Accounting Assistant**

BIJU GEORGE & ASSOCIATE Chartered Accountants, Thrissur – Kerala .

**1-Year** Period Served

**Responsibilities includes:-**

Providing Consultancy services to clients.

Checking & Establishment of internal control system.

Analysis of draft financial statements including notes to accounts.



Prepared income tax returns of various clients.



Preparing project reports.



1. **Accountant Trainee**

N & N Associate Thrissur- Kerala,

2-Year served

**Responsibilities includes:-**

Maintain cash in hand, petty cash, post date cheques, Multiple Bank accounts & Bank facilities



Monitoring outstanding, payable & Receivable review and finalizing ageing report



Manage payroll, Leave salary and keep record of advances given to staff & its recovery



Assistant auditors for the purpose of providing supporting documentation



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|  |  | **LANGUAGE KNOWN** |  |  | English , Hindi & Malayalam. |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  | Working knowledge regarding application package **MS Office , Tally** |  |  |
|  |  | **COMPUTER PROFICIENCY** |  |  |  |  |
|  |  |  |  | & **Peachtree.** Confident to do any Accounting software . |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | 31th May, 1994 |  |  |
|  |  | **PERSONAL DETAILS** |  |  |  | Date of Birth | : |  |  |
|  |  |  |  |  |  | Gender | : | Male |  |  |
|  |  |  |  |  |  | Marital Status | : | Single |  |  |
|  |  |  |  |  |  | Religion & Cast | : | Hindu |  |  |
|  |  |  |  |  |  | Nationality | : | Indian |  |  |
|  |  |  |  |  | Listening to music & Playing Cricket. |  |  |
|  |  | **HOBBIES** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  | My strength may be marked with three words:- |  |  |
|  |  | **PERSONAL ASSETS** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | Integrity |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | Innovation |  |  |  |  |
|  |  |  |  |  |  |  | Initiative |  |  |  |  |
|  |  |  |  |  |  | These are the three mantras with which I work. |  |  |



**DECLARATION**

I hereby declare that all the above details furnished by me are true to the best of my knowledge. If given a chance I assure you that I will execute my work to the fullest satisfaction of my superiors

**SIJIN**