**ACCOUNTANT**

Email: [shijo.390037@2freemail.com](mailto:shijo.390037@2freemail.com)

**WORK EXPERIENCE**

**EDUCATION**

**May 2012-August2014 (Worked as a Senior Executive Finance in Health Farm Corporation)**

**\*MBA Financial Management**

**\*Diploma in Accounting**

* **B. Commerce Graduate**
* **Completed Higher Secondary in commerce**

**August 2014-Dec2016 (Kerala Agro Industries Corporation Ltd)**

**July 2017-July2018 (Auditor in Diya Consultancy Services (Auditing Firm)**

**Oct 2018-Dec 2018 (Rightway Fright Services LLC. Dubai)**

**SKILLS**

ACCOUNTS RECEIVABLE & CREDIT CONTROL

* **Verification of the bills prepare Invoice and forwarding the customers**
* **Preparation of the statement of account on monthly basis with aging, bill wise and forwarding customers**
* **Microsoft Excel, PowerPoint and Word**
* **Team Work**
* **Internet**
* **ERP ,Excel Accouting**
* **Commitment to Work**
* **Excellent verbal and written communication skills**
* **Strong interpersonal and communication skills.**
* **Ability to easily understand new concepts with minimum refractory time.**
* **Enthusiastic Willingness to learn**
* **Friendly**
* **Preparation of the monthly schedule of receivables on segment wise based on ageing**
* **Follow up with Customer for the payments before the due date.**
* **Collection and recording of the receipts from customers and matching the same with outstanding amount.**

## ACCOUNTS PAYABLE

* **Verifying the Purchase Request with material requisition and approval & collecting Quotes from Different Vendors.**
* **Collecting the invoice from suppliers and passing the J.V**

for non inventory transactions

* + **Preparing and maintaining monthly schedule for all suppliers with aging analysis**

# PERSONAL DETAILS

* **Preparing monthly reconciliation for all suppliers**
* **Making payments for Suppliers approved by the Management**
* **Making Utility Payments - Dewa, Etisalat**

## GERERAL ACCOUNTING &PAYROLL

* **Preparing Profit & Loss Accounts**
* **Preparing Balance Sheet**
* **Purchase, Sales, Journal Entries**
* **Bank Reconciliation**

DOB: 08/03/1989

Nationality: Indian

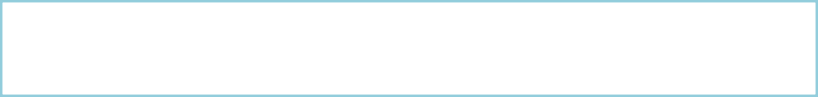
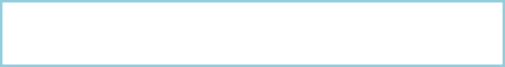
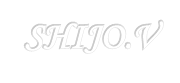
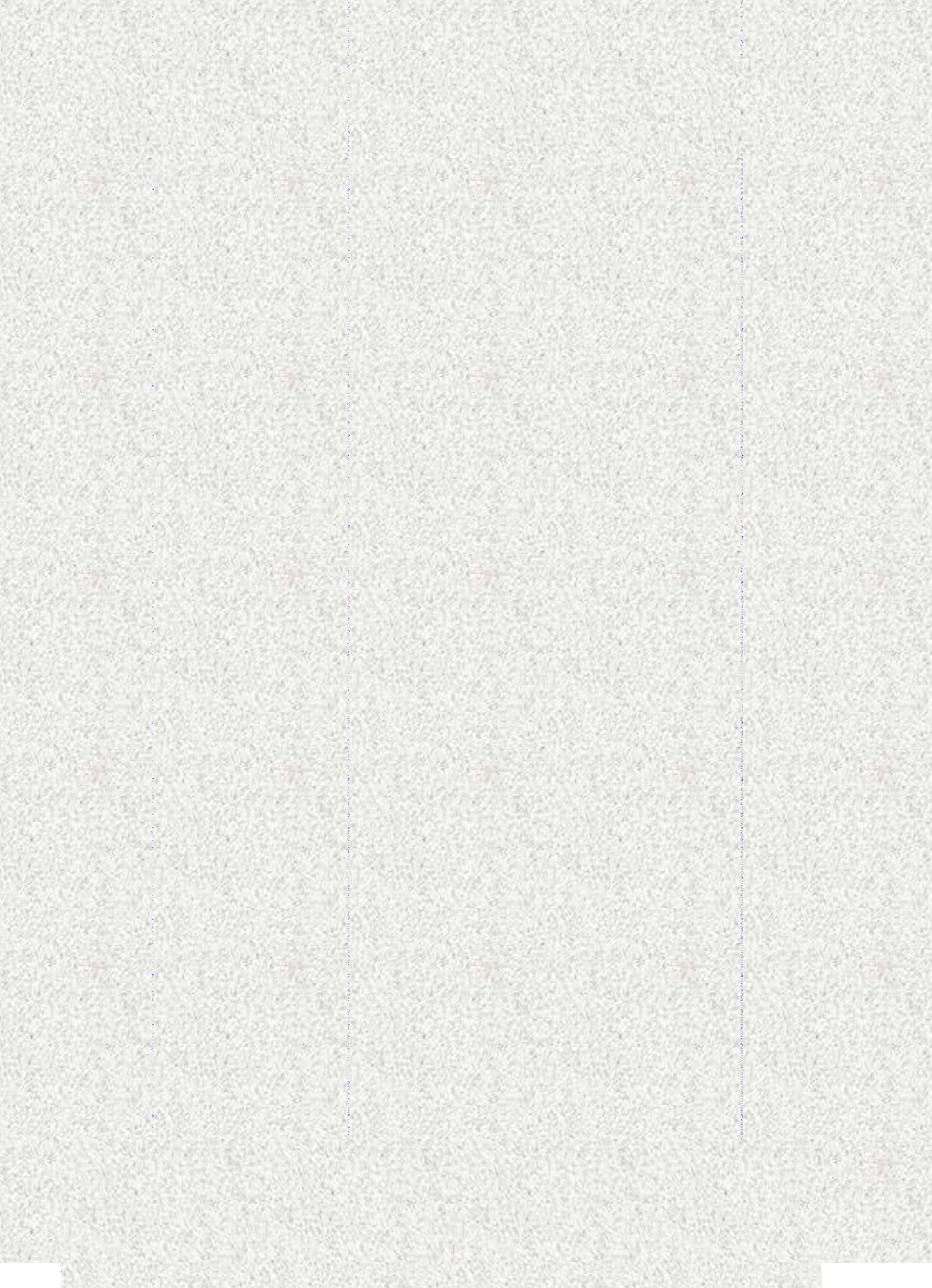
Marital Status: Single

Language Known: English, Hindi, Malayalam

* **Staff annual leave processing with accrued Leave days and salary**
* **Maintaining schedule for staff benefits such as Gratuity and Leave Salary**

## BANK RELATED JOBS

* **Making Bank Payment Voucher along with the preparation of the cheque.**
* **Controlling PDC Receivables and Payables and making necessary posting**
* **Making monthly Bank Reconciliation Reports**
* **Handling Cash, Cheque deposits and Control of fund movement of the company**



**About:** To pursue a highly challenging career in the field of Finance & Accounts, where I would apply my knowledge, experience and ideas to develop high caliber professional skill and effective management technique by proactive research and development activities to ensure protection of interest of industry and emerge as a good Corporate Professional