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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Scan20180621174139_001 (1).jpg****LIJO** E-Mail: lijo.384952@2freemail.com **CAREER OBJECTIVE**To apply my specialized knowledge and skills in a challenging position whereby my interest and talent can be utilized and developed, In order to benefit the company and assist in my career development within the organization. **ACADEMIC RECORDS**

|  |  |  |
| --- | --- | --- |
| * Bachelor of Commerce – Calicut University, Kerala, India
 | 2009-2012 | B (70%) |
| * Plus two – Board of Higher secondary examinations, Kerala, India
 | 2007-2009 | 82% |
| * S.S.LC – Board Of Public Examinations, Kerala, India
 |  2007 | 80% |

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| --- |
| **IT SKILLS** |
| * Tally ERP.9
 |
| * MS Office Package & General Computer Applications
 |
| * Quickbooks
 |
| * Data Entry Operation
 |
| * Financial Modeling in Excel
 |

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| **LANGUAGES KNOWN** |
| English, Hindi ,Malayalam |

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### CORE STRENGTHS & ENABLING SKILLS

* Accurate and adaptability in work ⦁ Strong analytical & Problem-solving skills
* Budgeting & Variance Analysis ⦁ Bank Reconciliation ⦁ Statutory Compliance
* Accounts Finalization

**JOB PROFILE**

* **VANDALAY BUSINESS SOLUTIONS, Kerala, India Mar2016 – May2018**

**Accounts Executive**

* Ensure that all accounts responsibilities are handled efficiently and effectively.
* Accounts receivables and payables.
* Control Accounts
* Fund management and Inventory control.
* Preparing monthly report and reporting to superiors.
* VAT report & filling.
* Assisting on performing bank reconciliations and preparing materials necessary for audit process.
* Preparation of Monthly Profit and Loss Account
* Petty Cash payments and reimbursement
* Preparing vouchers and bills for day to day work of the business.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Manage invoice generation and credit controls
* Telecommunication with clients, vendors...
* **SOURCE ONE GENERAL TRADING LLC, Ajman, UA E Nov2013 – Nov 2015**

 **Accountant**

* Maintain Books Of Accounts.
* Preparation of Payroll processing
* Handle cash management, Control petty cash
* Manage the day to day financial transactions of the company.
* Monthly Bank Reconciliation Statements of all bank accounts maintained
* Monthly Salary Transfer Maintenance through WPS.
* Preparation and Maintain books of accounts and MIS reports
* statements, P&L Account, Balance Sheet and annual reports.
* Stock audit
* **COIRCOM HOME DECORS , Kerala, India March 2012 – Oct 2013**

 **Accountant**

* Preparation of Bank Reconciliation Statement
* Entry of Sales and Purchase
* TDS and VAT Calculation
* Monitoring daily accounts to be done and reporting
* Preparation of Profit and loss account, Balance sheet

**PERSONAL DETAILS**

Date of Birth : 05-10-1991

Gender : Male

Marital Status : Single

Nationality : Indian

Religion and Caste : Christian, R.C

Driving license : Holding valid Indian Driving License.

**SELF ASSESSMENT**

 I consider myself to be a very creative and professional, with great loyalty and zeal of my work. A self motivated person having flair for learning and willing to function very efficient alone or as a part of team. I hereby declaring that the above details furnished by me are true to the best of my knowledge and belief.