**SHIJIN**

E-Mail: shijin-392952@2freemail.com



**CAREER OBJECTIVE**

To seek a challenging position and dedicate my service to a reputed firm to expose my talent and skills.

**PROFILE SUMMARY**

**Post Graduate in Finance & Marketing** with total experience of 1 year in Financial Services(Net Asset Valuation & Financial Reporting).

**SKILLS**

**Finance:** Preparing and finalizing accounts, Finalizing balance sheet, Interpreting financial data,Working capital management

**Personal:** Presentation skill, Attention to detail, Communication skill, High level of integrity

**IT Skills:** MS Office, Tally.

**EXPERIENCE SUMMARY**

**June 2016 to September 2017 in Chennai, India as Fund Accountant**

**Key Responsibilities Handled**

* Responsible for ascertaining net asset value of mutual funds of various investment strategies.
* Daily review of cash balances against custodian/trustee banks providing a timely means of detecting and correcting errors, omissions and irregularities.
* Suitably valuing client portfolios by ensuring the accuracy of fund trades, cash transactions, corporate actions, and securities’ prices.
* Reviewing and posting of third-party invoices like legal, management, and audit fees.
* Responsible for timely completion of various month end activities related with the funds.
* Ensure timely follow up with other supporting teams in case of any discrepancies.
* Worked in financial reporting team for the preparation of annual and semiannual reports of different mutual funds.

**April 2015 to May 2015 in Kochi as Marketing Intern Key Contributions**

* Conducted a field Study to analyse the Market share of Dulux Paint in Kottayam District.
* AkzoNobel comes at the third position with 10% of the total sales.
* Studied various factors that would influence the purchase decision of customers.
* Met 214 different types of small, medium and large emulsion paint dealers to collect data’s required for the study.

**AWARDS & CERTIFICATION**

* Undergone two days **Simulation Workshop** conducted by enParadigm Knowledge Solutions.
* Undergone **Computer Professional Accounting Course**.
* Completed **“Data management and Analysis using MS Excel”** Course in Rajagiri Business School.

**EDUCATIONAL QUALIFICATION**

**PGDM (Post Graduate Diploma in Management)** in Finance and Marketing from **Rajagiri Business School** in 2016; subjects covered

* Financial Accounting, Foundations of Financial Management, Cost and Management Accounting, Corporate Finance, Financial And Capital market Services, International Finance,
* Marketing Management, Services Marketing, Sales Management and Human Resource Management

**Bachelor of Commerce** from KE College, **MG University** in 2014; subjects covered

* Computerized Accounting, Practical Auditing, Accounting for managerial decisions, Business Statistics, Corporate Accounting

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **PERSONAL DETAILS** |  |  |
| Date of Birth | : 21st Oct 1991 |  |  |
| Nationality | : Indian | Languages Known | : English & Malayalam |
| Marital Status | : Bachelor |  |  |  |