

CURRICULUM VITAE

FIJO CHAKKALAKKAL ACCOUNTANT



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🌐 <https://www.linkedin.com/in/fijo/>

📍 Karama, Dubai, UAE

PERSONAL DATA:

Date of Birth : 03/07/1989
Sex : Male
Nationality : Indian
Languages Known : English, Hindi & Malayalam
Marital Status : Single
Passport No : K4292688
Visa status : Canceled
Date of expiry : 08/12/2020

CAREER OBJECTIVE

I seek a challenging position, where performance is rewarded with the new responsibilities to power up my career ahead and prove my capabilities and organization skills to drive for personal and professional growth.

CAREER SYNOPSIS

A competent accounting professional with more than 6 years of experience in accounting field. Extensive experience in handling entire accounting operations includes: -

▪Invoicing ▪Accounts Receivable& Payable management ▪VAT filing& Refund process
▪Financial transactions recorded and analyzed
▪Finalization of books of accounts ▪Monthly Closing ▪MIS Reports ▪Cash flow statement
▪Bank/Inventory reconciliation ▪Petty cash management ▪LPO Management &Procurement support ▪Payroll support to HR ▪Proficient in Tally ERP9, & MS Office.

PROFESSIONAL EXPERIENCE: -

FABRICO FURNITURE TRADING LLC – DUBAI , UAE

Designation: General Accountant (October 2018 to Present)

Job Profile: -

- Prepares journal entries, Cash, and Inter fund transfers.
- Reporting to Managers regarding the Company's financial situation.
- Writing up Forms and manuals for accounting and bookkeeping personnel.
- Controlling Income and expenditure and preparing bank reconciliation
- Controlled Accounts payable and account receivable.
- Keeping financial control records for expenditures, receipts, Maintaining petty cash
- Assisting the finance department and senior accounting staff members with various tasks, including preparing budgets, records, and statements.

**COCHIN GOLD AND DIAMONDS JEWELLERY LLC –
MUSCUT, OMAN**

Designation: Accounts Executive (October 2016 to September 2018)

Job Profile: -

- Preparing financial documents such as invoices, bills, accounts payable, and receivable.
- Prepared Bank reconciliation. Reporting on debtors and creditors.
- Maintaining Company ledgers.
- Coordinating internal and external audits.
- Managing day to day transaction, Verifying Bank deposits, and Posting daily receipts.
- Recording office expenditures and ensuring these expenses are within the set budget.
- Handling accruals and prepayments.
- Resolving errors in financial reports and correcting faulty reporting methods.

PAULSON & ROJAN CHARTERED ACCOUNTANT COMPANY – THRISSUR, KEARALA
Designation: Assistant Accountant (January 2015 to September 2016)

Job Profile: -

- Verification and cross checking of purchase and sales invoices and expenses, based on client's system data.
- Reconciliation of banking transactions.
- Checking of every day to day business transactions.
- Visited and calculated the physical assets on client's site.
- Prepare financial statements.
- Filing sales tax of companies.
- Completing financial reports on a regular basis and providing information to the financial team
- Verifying company ledgers and book keeping.
- Assist to teams for conducting companies audit programs.

EDUCATIONAL QUALIFICATIONS: -

<i>Examination</i>	<i>University</i>	<i>Year of Passing</i>
Bachelor of Commerce	Calicut University	2011

PROFESSIONAL QUALIFICATION: -

<i>Examination</i>	<i>Institution</i>	<i>Year of Passing</i>
Computerized Accounting	G Tech, Thrissur	2013

TECHNICAL SKILL: -

Accounting Package	Tally ERP 9, M.S Office
Languages Known	English, Hindi & Malayalam

DECLARATION: -

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Fijo Chakkalakkal