



LIA SIJO

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CAREER OBJECTIVE:

To build my career in a progressive organization in a leading position, that will provide me exciting opportunities to utilize my accounts skill in such a way to add more value to the organization and to learn more about accounts and finance.

PROFESSIONAL SYNOPSIS:

- Detail-oriented, efficient and organized professional with good experience in accounting system.
- An effective communicator with excellent relationship building & interpersonal skills. Strong analytical, problem solving and organizational ability. Posses flexible and details oriented attitude.
- Highly trustworthy and ethical.
- Resourceful in the completion of projects, effective at multi-tasking.

CORE COMPETENCIES:

- Accounts payable processes & management.
- Invoices/ Expense Reports/Payment Transactions.
- Journal Entries &General Ledger.
- Spreadsheets &Accounting Reports.
- Ability to work in a team as well as individual

WORK EXPERIENCE:

1. Kerala Lakshmi Mills In National Textile Corporation (2016 October: 2017 April)

Worked as a HR- Management trainee at Kerala Lakshmi Mills NTC Thrissur, India

Job Responsibilities

1. Recruitment

- Resourcing, screening and short listing resumes through various job portals.
- Short listing the resumes based on the job requirements.
- Conducting telephone and personal interviews with the HR Manager & Department heads.
- Preparing offer letter, employment contract and job descriptions, completing joining formalities and documentation.

2. Training & Development

- Identification of training needs and nominating candidates for training.
- Coordinating with the external trainers regarding the Training schedule.
- Scheduling the Training program & collecting the feedback.
- Issuing training certificates after completion of the training.
- Evaluation of the employees post training program.

3. HR Administration

- Maintaining Employees personal files and records.
- Designed policies and various HR forms and induction program.
- Tracking attendance, maintaining leave records, PF records, issue letters, etc.
- Preparation of full and final settlement.
- Generation of experience letters, Relieving letters.

2. Star Pipes & Fittings Pvt.Ltd (2015 Januvary : 2016 May)

Worked as An accountant trainee at Star Pipes and Fittings Pvt. Ltd , India

Job Responsibilities

- Preparing financial documents such as invoices, bills, accounts payable & receivables.
- Performing daily and monthly bank reconciliations.
- Completing purchase orders.
- Prepare trial balance and financial statements .
- Reporting to senior accountant regarding the company information.

PERSONAL DETAILS:

Name	:	LIA SIJO
Age & Date of birth	:	27yrs., 3.12.1992
Place of birth	:	Kerala, India
Religion & Caste	:	Christian, RC
Nationality	:	Indian
Gender	:	Female
Marital Status	:	Married
Husband's Name	:	Sijo Raj
Languages known	:	Malayalam, English
Passport No	:	P 5415089
Visa Status	:	Husband Visa
Permanent Address	:	Vazhappully House, Vylathur, Nhamanghat .p.o Thrissur (District) - 679563 Kerala, India
Current Address:	:	Al Nahda Sharjah

EDUCATIONAL QUALIFICATION

Examination passed	Institution	Year	Board/University
SSLC with 77%	Sacred Heart GHSS,Thrissur	2008	Board of Public Examination
Plus Two with 79%	Vivekodhayam BHSS, Thrissur	2008-2010	Board of Higher Secondary Examination
B.B.A (Finance) with 70%	Vimala College, Thrissur	2010-2013	Calicut University
M.B.A (HR & Marketing) with 76%	School of management Studies ,Malappuram	2013-2015	Calicut University

COMPUTER SKILLS :

- Knowledge of Microsoft Office, Microsoft Power Point, Microsoft Excel
- Operating system Windows 98, Windows XP.
- Tally ERP 9.0

RESEARCH PUBLICATIONS

1. A study on the working capital management at popular agencies, Thrissur in 2013 (B.B.A -Finance)
2. The customer perception towards the products on the Star Pipes and Fittings, Thrissur (M.B.A- Marketing)
3. The reasons for Labour absenteeism in Kerala Lakshmi Mills, Thrissur (M.B.A- HR)

AWARDS & ACHIEVEMENTS

- Conducted HR Manager Competition in South Indian management Program, Kuttipuram held on october 2013.
- Participated HR game in Junior Entrepreneur Managerial Excellence Corporate Event conducted by Dr. John Mathai centre,University of calicut on october 2013.
- Participated Finance Competition in South Indian Management meet conducted by MES College of Engineering, kuttipuram on April 2014.

HOBBIES & INTERESTS: Listening Music, Reading, Painting

DECLARATION:

I, Mrs. LIA SIJO hereby declare that the above said information are true and correct to the best of my knowledge and belief.