

SHIJO.V

ACCOUNTANT



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## EDUCATION

- \*MBA Financial Management
- \*Diploma in Accounting
- \* B. Commerce Graduate
- \* Completed Higher Secondary in commerce

## SKILLS

- ❖ Microsoft Excel, PowerPoint and Word
- ❖ Team Work
- ❖ Internet
- ❖ ERP, Excel Accounting
- ❖ 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

## PERSONAL DETAILS

DOB: 08/03/1989

Nationality: Indian

Present Address: Deira, Dubai

Marital Status: Single

Language Known: English, Hindi, Malayalam

## WORK EXPERIENCE

May 2012-August 2014 (Worked as a Senior Executive Finance in Health Farm Corporation)  
August 2014-Dec 2016 (Kerala Agro Industries Corporation Ltd)  
July 2017-July 2018 (Auditor in Diya Consultancy Services)  
Oct 2018-Jan 2020 Senior Accountant (Wise Consultancy, Business Bay, Dubai) (Auditing Firm)  
Feb 2020- Account Manager (Megasun Lounge, Jumeirah) (12 Branches in UAE)

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

### GENERAL ACCOUNTING & PAYROLL

- Preparing Profit & Loss Accounts
- Preparing Balance Sheet
- Purchase, Sales, Journal Entries
- Bank Reconciliation
- Staff annual leave processing with accrued Leave days and salary
- Maintaining schedule for staff benefits such as Gratuity and Leave Salary

### AUDIT RELATED

- Auditing,
- Finalization
- Audit Report in International Financial Standard
- Income Statement, Fund Flow Statement, Liquidity
- Short Term and Long Term Cash Flow Profile

**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