



ABY SHEEJO



Visa Expiry : Feb 2022



Passport No. : R0542869



Deira, Dubai, UAE



+ 97 1528 503 986



abysheejo72@gmail.com



www.linkedin.com/in/aby72

CAREER OBJECTIVE

An experienced accounts executive interested in assuming challenging and rewarding roles in global organization.

ACADEMIC PROFILE

- **B.Com - Finance (Calicut University)**

Marks Secured being 53 %

Year of Completion being Nov 2018

- **HSE (Govt of Kerala)**

Marks Secured being 63 %

Year of Completion being Mar 2015

- **SSLC (Govt of Kerala)**

Marks Secured being 73 %

Year of Completion being Mar 2013

TRAINING

- Lumen Academy : Professional Accountant Training
- G-Tech : Graphic Designing , Photoshop, Illustrator
- Webex : Operating System & Computer assembling

B.COM PROJECT

Study of the efficiency of distribution system in Food & Beverages Industry, focused on analyzing the :

- Satisfaction level of retailers' to distribution channels.
- Satisfaction level of retailers' towards services given by sales representatives.
- Factors influencing retailer's willingness to deal.

IT SKILLS

- Tally Erp.9
- Real Books
- MS Office

LANGUAGES

- English
- Malayalam
- Hindi
- Kannada

CAREER SUMMARY

Accounts Executive

Macroscan Management Solutions, Thrissur (Nov 2019 - Feb 2021)

- Incorporation of company & filing MCA statutory returns
- Preparation of accounts as a back office team member.
- Preparation of financial statements
- Preparation of MIS Reports for management.
- Preparation & filing GST & TDS
- Statutory audit of company, limited liability partnership.
- Tax audits of corporates, firms, and individuals.

Operations Manager

KJ Traders, Bangalore (April 2018 - Oct 2019)

- Preparation of accounts
- Managing the cash & billing dept.
- Overseeing the operations in the godown.
- Conducting periodic stock audits.
- Managing the staff & employees

ACHIEVEMENTS

Secured ' Employee of the Month ' award for the month of November 2020 at Macroscan Management Solutions

REFERENCE

- CA Jijil Kumar, CISA, CISSP, CEH, CISM, CRISC, CSX
Director, Macroscan Management Solutions.
- CA Mithun Manohar, ACA , ACCA , CISA , DISA
Sr. Functional Consultant, Macroscan Management Solutions

** (contact details will be provided on request)*

PERSONAL DETAILS

- Age : 23 years
- Date of Birth : 18 May 1998
- Address : Chungath House, Kechery, Thrissur, Kerala, India