

LIJO JOY

lijokvp@gmail.com

Mob: +974 77642682



OBJECTIVE

Seeking a challenging position in Finance / Accounts/ Admin/ HR / Operations with a dynamic organization that welcomes initiative and dedication, demands excellence in consistently meeting business objectives and exceeding standards.

Offering an exceptional ability to work under high-pressure increasing efficiency, enhancing quality and strengthening financial results. Excellent communication skill with outstanding and dedicated team player with strong analytical and problem-solving skills, recognized for creativity, integrity and drive for success. Noted for positive rapport with co-workers & clients.

CAREER PATH

- 2 & Half Years Experience as a Accountant in C.S SADASIVAN(CHARTERED ACCOUNTANT) Chalakudy.(January 2012-August 2014)

Duties and responsibilities

Auditing,

**Book
keeping,
Customer
service,**

Preparation of Day Book, Ledger and Final accounts.

**Sales Tax and Income Tax Works (Delivery Note, C form, Advance Tax, 26AS
Etc...) Tally ERP 9**

- **Working As Accountant in POPULAR VEHICLES AND SERVICES PVT LIMITED, Perumbavoor (Branch Accountant)
From 01.11.2014 to 15-12-2015**

Duties and Responsibilities

Tally ERP 9

Office administration, Making Daily and monthly

Reports MS Office (Excel, Word)

Maintaining Daily base Cash & Bank books, Bank reconciliation, VAT etc.

- **Working As Accountant in POPULAR VEHICLES AND SERVICES PVT LIMITED, Thrissur (Head Office)
16-12-2015 to 28-02-2017.**
- **Working as Accountant in Reputed Trading company – Qatar since 15-03-2017
Barwa village, Doha - Qatar**

Current Duties and Responsibilities

- 1) **Tally ERP 9 (Handling Sales invoices, purchases, debtors follow up, Profit & Loss preparation.)**
- 2) **Making Daily and monthly Reports in MS Office
(Excel, Word)**
- 3) **Maintaining Daily base Cash & Bank book.**
- 4) **All Bank related works including payroll, invoice discounting, International Fund transfers**
- 5) **Doing administrative works & walk in sales.**
- 6) **Handling accounts payables and receivables independently**

EDUCATIONAL QUALIFICATIONS

- **M.COM from Mahatma Gandhi University ,Kerala.(Doing)**
- **B.com from Mahatma Gandhi University, Kerala.**
- **Higher Secondary Education (Board of Higher Secondary Education, Kerala ,India)**
- **Secondary Education (SSLC, Kerala State Board of Secondary Education ,Kerala ,India)**

COMPUTER SKILLS:

- MS –Office (word ,Excel, power –point)
- Accounting Package Tally ERP 9 (Experienced)
- Operating System-Windows 98, XP, Vista and 7
- Internet Packages (IE, Fire fox, Chrome)

PERSONAL DETAILS

Nationality	:	Indian
Sex	:	Male
Date of Birth	:	01-July-1991
Marital Status	:	SINGLE
Father	:	Joy K.S
Address	:	Koovaparambil house House, Potta, Pin: 680307 Thrissur, Kerala, India
Passport No:-		L 1478356

LANGUAGES KNOWN : English, Hindi, Malayalam, Tamil

DECLARATION

I do hereby declare that the above mentioned information furnished by me are true and correct to the best of my knowledge and belief.

LIJO JOY

