



AJO PERINGATTEL ITTAN

Finance Professional

Experienced and detail-oriented finance professional with over 13 years of combined experience in accounting and employee benefits analysis. Proven expertise in managing full-cycle accounting functions, including accounts payable/receivable, budgeting, financial reporting, and audits, while also overseeing comprehensive employee benefits programs such as payroll, insurance administration, and compliance with regulatory standards. Adept at using accounting and HR software like SAP, QuickBooks, and Excel to streamline operations and enhance accuracy. Known for strong analytical skills, cross-functional collaboration, and a commitment to maintaining financial integrity and employee satisfaction. Seeking to contribute to a forward-thinking organization with a focus on operational excellence and employee well-being.

CONTACT

Phone : +971 58 281 2350

Email : ajoperingatel@gmail.com

Present Address:

5th Floor, Al Ahli House, Al Nahda 1
Dubai, UAE

EDUCATION / TRAINING

MASTER OF COMMERCE - FINANCE
Mahatma Gandhi Univeristy, Kerala, India
2010-2012

**BACHELOR OF COMMERCE -
COMPUTER APPLICATIONS**
Mahatma Gandhi Univeristy, Kerala, India
2007 - 2010

COMPUTER SKILLS

- **Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)** – Proficient in document preparation, spreadsheet analysis, and presentations
- **Pension Manager** – Experienced in managing pension-related tasks and benefits calculations
- **Benplus & Tasknet** – Skilled in using employee benefits platforms for processing and communication
- **DB7** – Adept at handling defined benefit plan calculations and data management
- **Tally ERP 9** – Proficient in accounting operations, including ledger maintenance, billing, and tax filing

WORK EXPERIENCE

➤ *March 2018 – December 2024*

BENEFIT ANALYST

Buck, A Gallagher Company, Infopark, Kochi, Kerala, India
(Formerly known as wichtig India HR Services PVT Ltd)

- Worked with major clients including Pratt and Whitney Canada (DB), Nova Chemicals (DC), Honeywell Canada, and Harlequin Enterprises (DB).
- Played a pivotal role in successfully transitioning Honeywell Canada's entire client process from onshore to the Cochin office, ensuring seamless delivery and zero quality issues.
- Conducted quality reviews for retirement benefit calculations for Canadian employees and managed the preparation and dispatch of retirement communication packages.
- Approved retirement payment options selected by employees and ensured accurate setup of payments in the trustee database.
- Managed and resolved various retirement-related queries efficiently and within turnaround time.
- Delivered domain and process training sessions for new hires, improving onboarding effectiveness and reducing ramp-up time.
- Maintained 100% accuracy in pension payroll processing, demonstrating strong attention to detail and compliance adherence.
- Liaised with internal teams and onshore stakeholders to ensure timely updates, clarify complex pension regulations, and implement client-specific changes smoothly.
- Maintained up-to-date records in the pension administration system, ensuring data integrity and compliance with Canadian pension standards.
- Assisted in periodic audits by preparing accurate documentation and responding to auditor queries to support compliance and transparency.
- Customized retirement communication templates to align with client branding and specific benefit plan details, enhancing employee understanding.
- Supported year-end pension activities, including benefit statements, tax slip generation, and data reconciliation processes.

KEY SKILLS

- Retirement Benefits Processing
- Defined Benefit & Defined Contribution Plans
- Payroll & Pension Administration
- Tax Return Filing
- Billing & Invoicing
- Purchase and Sales Accounting
- Salary Processing
- Tally ERP 9
- Microsoft Office
- DB7, Pension Manager, Benplus & Tasknet
- Client Communication
- Process Transition & Quality Control
- Team Training & Mentoring
- Financial Reporting
- Service Tax Compliance
- Data Analysis
- Attention to Detail
- Time Management

PERSONAL INFO

- **Date of birth** : 31.05.1990
- **Nationality** : Indian
- **Gender** : Male

PASSPORT DETAILS

- **Passport No** : V7190818
- **Date of issue** : 22.02.2022
- **Date of expiry** : 21.02.2032
- **Place of issue** : Cochin

LANGUAGES KNOWN

- English
- Hindi
- Malayalam

➤ *April 2015 – February 2018*

ACCOUNTANT

Royal Colour World Kolenchery, Kerala, India

- Managed the taxation section, including preparation and timely filing of tax returns and coordination with tax authorities.
- Handled billing operations, ensuring accurate invoicing, payment tracking, and maintaining customer account records.
- Oversaw purchase and sales ledger maintenance, including invoice verification, vendor management, and reconciliation.
- Processed employee salaries, maintaining payroll records, deductions, and compliance with statutory requirements.
- Prepared and reviewed construction project bills, ensuring compliance with contractual terms and tax implications.
- Assisted in service tax-related tasks, including documentation, return filing, and maintaining compliance with prevailing regulations.
- Coordinated with internal departments and external vendors to ensure timely payment processing and expense tracking.
- Maintained accurate financial records and documentation, supporting audits and internal financial reviews.

➤ *December 2012 – March 2015*

ACCOUNTANT

MS Tech Engineering Industries, Meprathupady, Kerala, India

- Handled taxation processes including accurate and timely return filing in compliance with statutory requirements.
- Managed billing operations, ensuring correct and prompt invoicing for all services and product deliveries.
- Oversaw purchase and sales accounting, maintaining ledgers, verifying transactions, and coordinating with vendors and clients.
- Processed employee salaries including computation of deductions, preparation of payslips, and disbursal through bank systems.
- Maintained day-to-day financial transactions, including entries into Tally and reconciliation of bank statements.
- Prepared monthly financial summaries and reports for management to support financial planning and audit readiness.
- Assisted with statutory audits and ensured the maintenance of organized and compliant financial records.

ACHIEVEMENTS

➤ **Best Performer Award – Golden Category**

Buck, November 30, 2021

Recognized for exemplary behavior demonstrating Buck's core values of Performance Driven, Ownership, and Innovation.

➤ **Best Performer Award – Silver Category**

Buck, October 30, 2022

Honored for outstanding performance and commitment to Buck's values of Performance Driven, Ownership, and Innovation.