



JIJO JOSEPH

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ACCOUNTANT

WORK EXPERIENCES

- Worked as Accountant in ELJO SOLUTIONS (Back office of BLUE RHINE INDUSTRIES LLC, DUBAI Mar-2022 to May 2023
- Worked as Accountant in Alappuzha Vaikom Coir Consortium Society, Kattukada, under dept.of coir development Govt. of Kerala from Jan 2021to Aug-2021
- Worked as Audit associate in JK Associates, Iron Bridge, Alappuzha Oct -2019 to Dec-2020
- Home Hardware, Opp Federal bank, Mannancherry Alappuzha From Oct-2018 to Sept-2019 as Accountant.
- Worked as an Audit Assistant in Rangamani& Co. Chartered Accountants, Alappuzha, Kerala, from Apr-2016 to Dec 2017

DUTIES & RESPONSIBILITIES HANDLED

ACCOUNTANT ELJO SOLUTIONS (Back office of BLUE RHINE INDUSTRIES LLC) Mar-2022 to May 2023

- Preparing bank & intercompany reconciliation.
- Assisting head of Accountant for VAT submission.
- Handling bills receivables and bills payables.
- Preparing monthly payroll sheet.
- Preparing Advance and Final invoices, Journal entries, etc.
- Reporting to Team head for various company related renewal.
- Preparing the reports on weekly and daily basic.
- Preparation of account statement for intercompany transactions
- Verification of sales bills.
- Preparation of Invoices against the LPO received.
- Handling customer calls.
- Managing Day to Day Office Activity.
- Preparation of Export invoices against the shipment gone.
- Booking PDC cheques and Security Cheques.
- Sale order reconciliation.
- Booking bank receipts on daily basic.

QUALIFICATION

M.Com -MG University, Kottayam, Kerala 2015-2017

B. Com - MG University, Kottayam, Kerala 2013-2015

H.S.E-Kerala State Board 2010-2012

SSLC-Kerala State Board 2010

SOFTWARES

Computer Skills: MS Office (Excel, Word, Power Point), Google Sheet etc.
Software Skills: Tally ERP 9, NetSuit, Salesforce etc

LANGUAGE KNOWN

ENGLISH, HINDI, MALAYALAM

PERSONAL DETAILS

Nationality : Indian

Marital Status : Single

DOB : May 1995

Current Location : Sharjah

Visa Status : Visit Visa

Visa Expiry Date : 12-08-2023

CAREER GOALS

ACCOUNTANT (Alappuzha Vaikom Coir Consortium Society) Jan 2021 to Aug-2021

Alappuzha Vaikom Coir Consortium Society is a leading agency of husk.

- Maintaining Day books for Accounts
- Recording of Cash /Bank Books
- Preparing bank reconciliation
- Assisting Internal Auditor/External Auditors.
- Preparing Invoice and Sales Invoice.
- Handling all kind of Bank processing etc.
- Conducting monthly Stock Checking
- Handling Accounts Receivables and Payables

AUDIT TRAINEE (JK Associates, Iron Bridge, Alappuzha) Oct - 2019 to Dec-2020

- Assisting Internal Audit.
- Data entry in tally of various companies
- GST return filing

AUDIT Assistant in (Rangamani & Co. Chartered Accountants) Apr-2016 to Dec 2017

- Assisting in preparation of financial statements
- Assisted in Internal & External audit work.
- Preparation of concerned tax audit reports
- Preparation of Tax computation statements.
- Provides recommendations to client for improvements.
- Data Entry in Tally of various companies.

- **Achieving Organizational Goals**
- **Learning knowledge**
- **Encouraging Subordinates to attain the managerial goals.**
- **Time Management**

DECLARATION

I hereby declare that the details furnished above are true to the best of my Knowledge.

JIJJO JOSEPH