

NEERAJ JOHN SAJI



Objective

For an extravagant learning experience and good skill of doing the job at the best of my ability and for utilizing my knowledge to the maximum, for the upliftment of the organization.

Personal Details

Phone

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Email

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Address

Kalapurackal(H), Ericadu, Puthuppally P.O.
Kottayam, Kerala, India, 686011

Date of Birth: 01.04.1996

PASSPORT DETAILS:

No: P9843086

Date of expiry: 28.04.2027

Languages

English Speaking, reading, writing

Hindi Not fluent, reading, writing

Additional certifications

- Certification in Tally ERP 9.
- Certification of completion in Integrated Course of Information Technology by the Institute of Chartered Accountants of India.
- Certification of completion of Soft skills conducted by the Institute of Chartered Accountants of India.

Experience

Lulu International, Qatar : 2023 - till date

Junior Accountant

Jacob and Associates, Kottayam, Kerala: 2018-2021

Article Assistant

- Prepared reports and materials to assist with audits.
- Entered data into accounting system with minimal errors.
- Used accounting software to issue tax returns and prepare consolidated reports.
- Prepared working papers, reports and supporting documentation for audit findings.
- Provided journal entries and performed accounting on accrual basis.
- Determined financial and operational audit areas, providing most economical and efficient use of audit resources.
- Efficient use of audit resources

Education

Bharathiar University (Distance edu.)

2019 - 2021 | Masters in Commerce

Mahatham Gandhi University

2014 - 2017 | Bachelor in Commerce

Baselius College Kottayam

Elective: Finance & Taxation - 7.35

Central Board of Secondary Education

Lourdes Public School, Kottayam

Class 12 (Stream-Commerce): 8.45

Class 10: 6.80

Skills

- Accounting support
- Tally ERP 9
- Audit support
- Basic Microsoft Excel & Word
- Performance focused
- Growth oriented
- Flexible