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Kerala, Valuparampil House
Pavukkara P.O Mannar

in LinkedIn

EDUCATION

Master of Commerce

Parumala Mar Gregarious College, India,
Kerala, Thiruvalla
- 2018

Bachelor of Business Administration

Parumala Mar Gregarious College, India,
Kerala, Thiruvalla
- 2016

SKILLS

- Account Management
- Budgeting
- Financial Analysis
- Proficiency in using accounting software and tools.
- Problem-solving skills
- Time management
- Interpersonal Skills

LANGUAGES

- English
- Hindi
- Malayalam

RENJITH V SHAJI

SENIOR ACCOUNT EXECUTIVE

PROFESSIONAL SUMMARY

I am an organized, analytical thinker with strong interpersonal skills. My ability to stay calm under pressure makes me an asset in fast-paced, high-pressure situations. My skills include preparing financial documents, forecasting, budgeting, and creating financial reports. I am also skilled in collaborating with colleagues, analyzing data, and developing creative solutions to complex problems. My proficiency using QuickBooks, Excel, and other accounting software has helped me streamline processes and ensure accuracy. I am confident that my skills and experiences will be a valuable asset to any organization.

EXPERIENCE

• June 2023 - Now

Senior Accounts Executive

Zealogs IT Solutions Pvt Ltd / India, Kerala

As a Senior Accounts Executive at Zealogs IT Solutions Pvt Ltd in India, I have been responsible for managing all financial aspects of the company.

- Assisting in the preparation of financial statements and reports.
- Posting journal entries and maintaining general ledgers.
- Assisting with month-end and year-end closing processes.
- Reconciling bank statements and other financial records.
- Assisting with budgeting and forecasting activities.
- Performing variance analysis to identify trends and discrepancies.
- Supporting the preparation of tax filings and compliance requirements.
- Assisting with internal and external audits.
- Assisting in financial data analysis and interpretation
- Verifying and reconciling payroll data to ensure accuracy.

• September 2021 - May 2023

Accounts Executive

Zealogs IT Solutions Pvt Ltd / India, Kerala

As an Accounts Executive at Zealogs IT Solutions Pvt Ltd, I was responsible for managing the financial transactions and records of the company.

- Verifying and recording financial transactions, such as accounts payable and accounts receivable.
- Managing and processing invoices, receipts, and payments.

- Reconciling bank statements and ensuring the accuracy of financial data.
 - Assisting with payroll processing and maintaining employee records.
 - Compiling and preparing financial reports, including balance sheets, income statements, and cash flow statements.
 - Monitoring and tracking expenses, ensuring they are appropriately categorized and recorded.
 - Assisting in the preparation of budgets and financial forecasts.
 - Maintaining accurate and organized financial records and documentation.
 - Responding to inquiries and resolving discrepancies or issues related to financial transactions.
 - Assisting with general administrative tasks within the accounting department.
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● October 2019 - March 2021

Accounts Assistant

Megabyte Outsourcing Venture E (OPC) Pvt.Ltd. / India, Kerala, Kollam

As an Accounts Assistant at Megabyte Outsourcing Venture E (OPC) Pvt.Ltd., I was responsible for managing and maintaining accurate financial records for the company.

- Recording financial transactions and maintaining accurate general ledgers.
- Processing and reconciling bank statements, invoices, and receipts.
- Performing bank reconciliations and ensuring the accuracy of financial data.
- Preparing financial reports, including balance sheets, income statements, and cash flow statements.
- Assisting with payroll processing and maintaining employee records
- Monitoring and tracking expenses, ensuring they are correctly categorized and recorded
- Collaborating with other team members to ensure data integrity and consistency
- Reviewing and verifying the accuracy of data entries
- Accurately entering financial data into accounting systems or spreadsheets.
- Performing data analysis and identifying discrepancies or errors.

COURSES

● August 2019 / Accountants Service Society

Diploma in Corporate Accounts and Material Management