



ROJI P.S

Jr. ACCOUNTANT

CONTACT

- 📍 Al Rigga, Dubai, UAE.
- 📍 Alappuzha, Kerala, India.
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PERSONAL DETAILS

Passport No	- V6598813
Date of issue	- 04.02.2022
Date of expiry	- 03.02.2032
Visa status	- Residence
Date of birth	- 02.11.1995
Age	- 28 years
Nationality	- Indian
Religion & Caste	- Christian & L.C

SOFTWARE SKILLS

Tally Prime	● ● ● ● ●
Tally ERP 9	● ● ● ● ●
Microsoft Excel	● ● ● ● ●
Microsoft Word	● ● ● ● ●
Microsoft Powerpoint	● ● ● ● ●

LANGUAGES

English	Hindi
Malayalam	Tamil

OBJECTIVE

Achieving total excellence in any field through creative steady growth and co-ordination as a team player. Seeking a challenging career where my enthusiasm and conceptual skills could be utilized

WORK EXPERIENCE

Jr. ACCOUNTANT

SIR PRINTING PRESS L.L.C,
No.17, Al Qusais Ind. Area, Dubai, U.A.E.
January 2023 - Present.

DUTIES

- Issue & prepare invoice
- Post & process journal entries
- Petty cash
- VAT Monthly Filing
- Payment receivable and out
- Bank reconciliation

ACCOUNTANT

FASHION OPTICALS GROUP,
Ernakulam, Kerala.
September 2017 - June 2022.

DUTIES

- Monthly return filing
- Online GSTR1 & GSTR 3B
- Issue & prepare invoice
- Post & process journal entries
- Petty cash
- Payment receivable and out
- Bank reconciliation

AUDITOR TRAINEE

Argee & Co. Chartered Accountants &
GJP Chartered Accountants,
Ernakulam, Kerala.
July 2016 - August 2017.

EDUCATION

B.Com

UTIM College, Cherthala.
MG University.
Year - 2016

Plus Two

St.Francis Assisi HSS, Arthunkal.
Kerala Board Higher Secondary.
Year -2013

S.S.L.C

ThirumalaDevasom High School, Thuravoor.
Kerala Board High School.
Year -2011

PERSONAL SKILLS

- Good verbal and written communication skills.
- Hard work and determination.
- Responsible team player.
- Willingness to learn.
- Easy adaptable and adjustable to any environment.
- Time conscious.

DECLARATION

I hereby declare that the above Information is true to best of my knowledge.

ROJI .P.S