



CONTACT



9847707562,



+971552776502

Email : shijilp562@gmail.com

Chirayil House, Kannadiparamba
/Kannur

Marital Status : Married

Nationality : Indian

Date of Birth : 30-11-1993

LANGUAGES

English : (Read, Write, Speak)

Malayalam (Read, Write, Speak)

Hindi (Read, Write, Speak)

ADDITIONAL TECHNICAL SKILLS

- E-Accountant
(Practical Accounting with GST & Vat in GCC, Tally, ERP9, , Advanced Excel, Power Point, e-filing of statutory returns).
- Sreesankaracharya
Accounts Management & Banking Allied Training (SAMBAT) – Sreesankaracharya Computer Centre, Taliparamba 2015
- Indian & Foreign Accounting – C-DIT College of Commerce – 2014.
- MS Office – College of Commerce – 2014.

REFERENCE

LAL ASSOCIATES

NEAR ASHOKA HOSPITAL

CALTEX, KANNUR

Mob : 9961650405

SHIJIL.P

Professional Summary

To be a part of growing organization and contribute to the growth of that organization by applying my skills and improving up on it thus effecting a comprehensive development of my personal capacities along with that of the organization.

Education

- B.Com – Kannur University (2014)
- HSE – Board of Higher Secondary Examination (2011)
- SSLC – Board of Public Examination (2009)

Experience

➤ RD Clerk – Malabar Multi State Agro Co-Operative Society Ltd. (Pursuing).

- Banking Activities
- Maintaining Cash Register & Cash Handling
- Customer Relation
- Target Achieving

➤ Metro Hypermarket – Kannur

- Cash Handling
- Ensure Timely Bank Payment
- Manage All Accounting Transactions
- Bank Reconciliation
- Maintaining monthly, weekly and daily report of transactions.
- Handling day-to-day office administration activities for smooth business operations.
- Prepared accounts payable processing, including journal entries ensuring an accurate and appropriate recording.
- Handling petty cash on daily basis.
- Prepare and Posting receipt voucher, payment voucher, petty cash, payable receivable and purchase vouchers etc

➤ 8 Years Experience as Accountant – LAL Associates, Kannur.

- Finalisation Of Accounts
- Preparation Of Profit & Loss A/C & Balancesheet
- Monthly GST Return Filing
- VAT Return
- Data Entry
- Manage All Accounting Transactions
- File Maintenance
- Customer Care

Declaration

I hereby declare that the above furnished details by me are true and correct to the best of my knowledge and belief.

SHIJIL .P