

SIJU GEORGE



CONTACT

📠 Saud Bahwan Automotive LLC.
P.O Box 3168, Ruwi,
Postal Code 112,
Sultanate of Oman.

☎ 98540227

✉ sijugeorge111@gmail.com

📅 20/11/1988

PERSONAL DETAILS

Age : 34
Marital Status : Married
Nationality : Indian
Religion : Christian
Current Location: Muscat, Oman
Certificate Status: Apostilled
Visa Type : Employment Vis

PERMANENT ADDRESS

• Nambannethu House,
Pallickal P.O, Kattanam,
Alappuzha Dist, Kerala,
India- 690 503.
☎ 📞 +91 90379 82431

INTERESTS

- Leadership Activities
- Volunteer Work
- Technology and Innovation
- Reading
- Listening Music
- Blogging
- Photography
- Graphic Design
- Social Media Management

SKILLS

- Risk Assessment and Management
- Audit Planning and Execution
- Internal Controls Evaluation
- Data Management & Analysis
- Financial Analysis
- Problem Solving & Critical Thinking
- Ethics & Integrity
- Relationship Building
- Teamwork and Collaboration
- Audit Documentation
- Account Management
- Financial Reporting
- Software Proficiency
- Budgeting & Forecasting

CAREER OBJECTIVE

High skilled and dedicated accounting professional with extensive experience in both accounting and internal audit. Seeking a challenging position in a reputable organization where I can leverage my expertise to contribute to the financial success and growth of the company.

PROFILE SUMMARY

- ✓ Dynamic Professional with 14 years of experience in internal audit, accounts, and finance, demonstrating a strong foundation in financial analysis, risk assessment, and control evaluation.
- ✓ Qualifications as an CMA Intermediate and M.Com, providing a solid educational background in accounting and finance.
- ✓ Proficient in financial reporting, budgeting, and forecasting, resulting in accurate financial analysis and informed decision-making.
- ✓ Presently associated with Saud Bahwan Group, Muscat as an Internal Auditor.
- ✓ Holder of a valid Oman driving license.

PROFESSIONAL GOALS

Obtain professional certifications such as Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) to further enhance my credibility and expertise.

ORGANIZATIONAL EXPERIENCE

I. SENIOR AUDIT OFFICER

SAUD BAHWAN AUTOMOTIVE LLC., MUSCAT

October, 2015 -
Present

Duties & Responsibilities:-

1. Conduct pre-audits of vendor payments, customer refunds, bank transfers, and telegraphic transfers.
2. Verify purchase orders to ensure accuracy and completeness.
3. Validate documents in the accounting system for consistency and reliability.
4. Perform pre-audit of monthly salary and allowances.
5. Reconcile bank statements, stock records, accounts receivable/accounts payable, and general ledger.
6. Handle pre-audit and validation of customs duty, import and export freight.
7. Verify quarterly VAT returns for compliance and accuracy.
8. Conduct surprise visits at cashier locations to physically verify cash and associated documents.
9. Perform physical inventory and reconcile current dated cheques (CDC) and post-dated cheques (PDC).
10. Review financial reports to identify any discrepancies or anomalies.
11. Review payments related to Annual Maintenance Contracts (AMC), purchases, utility payments, etc.
12. Prepare and submit management information system (MIS) reports.
13. Undertake any additional tasks assigned by management.

II. ACCOUNTANT CUM IT EXPERT

INFORMATION KERALA MISSION, GOVT. OF KERALA

May, 2012 -
September, 2015

Duties & Responsibilities:

1. Verify the Cash Book, Bank Book, Ledgers, Trial Balance, Income and Expenditure Statement, Receipt & Payment Account, and Balance Sheet.
2. Perform bank reconciliation.

LANGUAGES

- ✓ English
- ✓ Tamil
- ✓ Hindi
- ✓ Malayalam

PASSPORT DETAILS

- ✓ Passport No. : V9074202
- Place of Issue : Muscat
- Date of Issue : 04.07.2021
- Date of Expiry : 03.07.2031

REFERENCE

- **Mr. Ravichandran S - CIA, CISA, CRISC, CISM, CFE, ICWA (Inter), ACCA (Inter) - Internal Audit Manager**
Saud Bahwan Automotive LLC., Muscat
E-mail: raviabhi68@gmail.com
Phone: +968 7154 9162
+91 73387 32686
- **Mr. Munish Bhasker- CMA, CISA - Internal Audit Manager**
Saud Bawan Automotive LLC., Muscat
E-mail: Mb_11000@yahoo.com
Phone: +968 9320 2575
- **Mr. Aju Dev - Assistant Secretary**
LSGD Dept., Government of Kerala
E-mail: ajudev81@gmail.com
Phone: +91 98474 27759

3. Rectify entries for payment, receipt, contra, and journal vouchers.
4. Close the Books of Accounts, make year-end adjustments, and perform closing entries.
5. Finalize Accounts and Financial Statements.
6. Prepare budgets.
7. Generate reports for different government departments.
8. Implement and provide training on computerized double-entry accounting systems in Grama Panchayat and Block Panchayat.
9. Assist Statutory Auditors by explaining any doubts regarding Annual Financial Reports.
10. Handle 14 Panchayats and 1 Block Panchayat.

III. ACCOUNTS ASSISTANT

KAYAMKULAM MUNICIPAL OFFICE, GOVT. OF KERALA

Duties & Responsibilities:-

1. Enter vouchers and maintain all ledger books of accounts.
2. Perform bank reconciliation.
3. Maintain payroll registers, PF, and ESI registers for employees.
4. Prepare stock and consumption registers in Excel format.
5. Provide support in accounts finalization and statutory audit.
6. Undertake any other tasks assigned by the Chief Accountant and Municipal Secretary.

September, 2009 - April, 2012

IV. FINANCIAL ADVISOR

ICICI PRUDENTIAL LIFE INSURANCE CO. LTD., MAVELIKARA BRANCH

Duties & Responsibilities:-

1. Sale of ULIP Products & Advice customers regarding their financial planning.

November, 2007 - November, 2010

ACADEMIC QUALIFICATIONS

CMA (Intermediate Completed) The Institute of Cost Accountants of India, Kolkata	2014
Master Degree in Finance (M.Com) Madurai Kamaraj University, Tamilnadu	2013
Bachelor Degree in Finance & Taxation (B.Com) University of Kerala, Thiruvananthapuram	2009

COMPUTER PROFICIENCY

- ▶ SAP- MM Module
- ▶ Tally ERP
- ▶ Diploma in Computer Application (DCA-1 year)
- ▶ 100 hours course of Programming Techniques, MS Office & Computerized Accounting (Tally) conducted by The Institute of Cost & Management Accountants of India.
- ▶ MS Excel, MS Word and MS Power Point.
- ▶ Internet & E-mail
- ▶ DTP, Graphics Design, Audio & Video Editing, Professional Live Streaming.
- ▶ Working Knowledge in IBM AS400 & Microsoft Outlook.
- ▶ Knowledge in Windows Installation, Trouble Shooting and Software Installation.
- ▶ Knowledge in HTML Coding and Website Maintenance.

DECLARATION

I do here by declare that the information submitted above is correct as to my knowledge and belief.

Place : Muscat
Date : 05/06/2023

SIJU GEORGE