



Thajudheen C S

Accounts & HR Executive

Contact : Visa Status : Visit
Mob No : +971 522857335 Age & DOB : 27, 08/04/1996
Mail : Thajudheencs07@gmail.com Nationality : Indian
Location : Al Satwa, Dubai, UAE. Marital Status : Unmarried

Education

Bachelor of Commerce 2014-2017

MG University, MES College
Marampally, Ernakulam, Kerala, India

Diploma in Accounts Receivables & Payables 2017

ASAP - Govt of India
Ministry of Skill development & Entrepreneurship

Higher Secondary - Commerce 2012-2014

Govt Boys Higher Secondary School
Perumbavoor, Ernakulam, Kerala, India

Experience

Accounts & HR Executive 01/2020 - 10/2023

EMP Management Consultants, Aluva, Ernakulam, Kerala

- Handling day-to-day accounting & posting various voucher entries.
- Making payments through various modes like NEFT, RTGS, cash, cheques, etc and keeping track of them.
- Handling petty cash & Bank reconciliation.
- Preparing invoices and following up for payments.
- Preparation of Monthly tax statement for GST return filing.
- Preparation of Various reports in Excel and Word.
- Administering the hiring processes of new employees.
- payroll preparation by providing relevant data (absences, bonus, leaves, etc).
- Maintaining a detailed record of the company's employees.
- Organising HR activities like meetings, interviews, and other schedules
- Registration of EPF, ESI and other statutory works.
- Preparation of defferents types of certificates.

Accounts Assistant 01/2019 - 12/2019

JB Enterprises, Marampally, Ernakulam, Kerala

- Daily Billing of Sales and Purchase invoices.
- Prepare daily Receipt and payments statement.
- Stock management.
- Preparation of Monthly tax statement for GST return filing.
- Bank recincilation, assisting in audits, maintaining ledger and conducting all other accounting activities.
- Taking orders from sales executives and prepare route list for the delivery.

Accounts Assistant 06/2017 - 12/2018

SFO Technologies Pvt Ltd, Kakkanad, Ernakulam, Kerala

- Maintain digital and physical financial records.
- Preparation of Various reports in Excel and Word.
- Reconcile bank statements by comparing transactions to the general ledger.
- Posting various voucher entries and data entry operation.
- Bills Payables and Receivables.
- Assist in filing tax returns.
- Export & Import bill documentation to bank.

Profile

Experienced and self-motivated Accounts & HR Executive with more than 6 years of experience . Bringing forth a proven track record of working with both Accounts and HR departments to achieve goals and upgrade my skills. I am organized and efficient in work, I like to ensure that I complete my work on time effectively.

Skills

Technical Skills

Microsoft Office Tools
Microsoft Dynamics NAV
Tally Prime
Computer Knowledge

Soft Skills

Good time management
Quick learner
Organisation skills
Good communication

Languages

English
Malayalam
Hindi

Address

Chittethukudy House, North Ezhipram,
Marampilly P O, Aluva, Ernakulam,
Kerala, India. Pincode - 683105

Passport Details

Passport No - T6848344
Valid - 09 July 2019 - 08 July 2029
Place of issue - Cochin