



BIJOY CHERIYAN

Accountant /
Asst. Cost Controller



CONTACT

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bijoypc2
/bijoy-cheriyan/
Bahrain.

LANGUAGE

- ✓ English
- ✓ Hindi (L)
- ✓ Tamil
- ✓ Malayalam

SKILLS

- ✓ Organization
- ✓ Time management
- ✓ Adaptability
- ✓ Communication
- ✓ Openness
- ✓ Leadership
- ✓ Initiative skill

DRIVING LICENCE

Country : Bahrain
Lic. No : 920239633
Expiry Date : 21/03/2025

EDUCATION

- 2014 - 2016 Master of Business Administration
(Finance and Marketing)
- 2014 - 2016 PG Diploma in Entrepreneurship
Development
- 2010 - 2013 Bachelor of Business Administration

EXPERIENCE

- 2018 - 2020 Accountant /Asst. Cost Controller
Asdal Gulf Inn -(Bahrain).
- 2017 - 2018 Crewing Co-ordinator
Open Sea Marine Services -(Bahrain).
- 2012 - 2014 Sales Manager
Star Health & Allied Insurance Co Ltd
-(India).

SOFTWARE

- 1. Sun
- 2. Opera
- 3. Micros
- 4. Vision
- 5. Sky Byan
- 6. Sky Jana
- 7. MSO ffice
- 8. Tally ERP9
- 9. Peachtree
- 10. Photoshop

HANDOVERS

- 1. Finance Manager
- 2. Night Auditor
- 3. Officer Purchase & Store

ADDITIONAL DUTIES

- 1. Income Auditing
- 2. Payroll Master

ACHIEVEMENTS

- 1. Participated Global Meeting.
- 2. Employee of the Month During 2018.
- 3. Part of Budget preparation 2019 and yearly
Financial closing 2018.
- 4. Best performer of the month award 2013.

CURRENT WORKING EXPERIENCE:

- 1) **Organization** : Asdal Gulf Inn WLL (Gulf Hotels Group)
Designation : Accountant cum Asst. Cost Controller
Duration : 01-06-2018 to 01-06-2020

- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Reconciles financial discrepancies by collecting and analyzing account information
- Prepares payments by verifying documentation, and requesting disbursements
- Maintains financial security by following internal controls.
- Able to effectively control the Food & Beverage Cost.
- Control the Food and Beverage outlets in terms of wastage, pilferage and efficiency
- Prepare variance analysis for food & beverage and communicating with relevant parties
- Update and maintain receipts into the systems (FMC).
- Check and verify all Void, discount, complimentary, staff meals, punching in the POS system.
- Check the cost of sales in all F&B outlets and ensure that the costs are within budget
- Spot check on the receiving department to ensure that the scales are correct and goods are checked for quality
- Check and ensure that no material is issued out from the store without requisition or approval from the respective department head.
- Check and ensure all menu items have a recipe.
- Update selling prices in POS as per the instruction from authorized persons.
- Maintain the security of the information held by the department.
- Checking cost of each and every functions in the meeting happen in the premises.
- Checking Front office to make sure all the room rates, discount, amenities activities.
- Checking discrepancy report daily.
- Any other tasks as and when required by the management.

PREVIOUS WORK EXPERIENCE:

- 1) **Organization** : Open Sea Marine services (Sea Eagles Group)
Designation : Crewing Coordinator
Duration : 17-04-2017 to 04-04-2018

- To Assist, organize, control, and report on all aspects of day-to-day crewing support of the Crewing Department and commercial scope of work; the scope of work of the contract in accordance with the key performance indicators.
- Responsible for All aspects of shore support, reporting, coordinating crew administration, management, movement, assignment and familiarization etc.

- Working in close coordination as team within Crewing Dept. & also liaise closely with Port Captain / Port Engineer / Safety / Operation.
- Co-ordinate and report all offshore Crew movements, daily day to day entry system & crew status report in liaison with Port Captain / Port Engineer / Safety & If required liaison with vessel.
- Obtain any flag state certification required; ensuring licenses are valid at all times.
- Compiling Officers C.V. Package for review & printing in sequence as per Cover letters & MIM's of Aramco Etc.
- Ensuring every candidate has all originals with him & all dispatch files forms has been signed & updated / uploaded in system.
- Ensure that personnel files and all crew certification are kept up to date and are uploaded in the system
- Support & Work on assigned duties in Crewing dept.

2) **Organization** : Star Health and Allied Insurance Co. Ltd
Designation : Sales Manager
Duration : 2 years (16-07-2012 to 15-07-2014)

Job Profile:

- Recruit IRDA licensed agents and interested sales persons.
- Provide product training to agents or sales persons.
- Sale medical insurance to customers.
- Provide awareness for medical insurance to untapped areas.

Responsibilities:

- Reporting to Branch manager
- Forecasting of product wise, customer wise targets
- Assistant agents
- Was a part of sales budgeting for 2012.
- Resolve customer complaints regarding sales and service.
- Plan and direct staffing, training, and performance evaluations to develop and control sales and service programs.
- Monitor customer preferences to determine focus of sales efforts.
- Advise clients or customers.
- Conduct or attend staff meetings
- Direct and coordinate activities of agents.

ACADEMIC QUALIFICATION

Course	Institution	Year of Passing	Board
VHSE	GVHSS Thiruvilwamala	2009	Vocational Higher Secondary Education
S.S.L.C	St. Thomas H.S, Mayannur	2007	Board of Kerala State

PROFESSIONAL QUALIFICATION

Qualification	Institution	Year of Passing	University
MBA (Finance and Marketing)	GR Damodaran Academy of Management, Neelambur	2016	Bharathiar University
PGDED	GR Damodaran Academy of Management, Neelambur	2016	Bharathiar University
BBA	Lakshmi Narayana College, Palappuram	2013	University of Calicut

PASSPORT DETAILS

Passport No	Date of Issue	Date of Expiry	Place of issue
L4221068	23.10.2013	22.10.2023	Malapppuram

INTERESTS & EXTRA-CURRICULAR ACTIVITIES

- Traveling and Driving.
- Playing Music Keyboard, Chess, Carom, Cricket
- song Writing

PERSONAL PROFILE

Full Name : Mr. Bijoy Cheriyan

Permanent Address : Plaparambil (H)
Kanniyampuram (PO)
Ottapalam -4
Palakkad, Kerala, India

Gender : Male

Date of birth : 28.02.1992

Nationality : Indian

DECLARATION

I do here by declare that all the above statements given are true to the best of my knowledge.

Date: __/__/__

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BIJOY CHERIYAN