

Shijin Thazhe Parambath

Pranavam Thazhe Parambath , PO Perunthatttle , Thalasherry , Kannur 670107

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To secure a career with a reputed organization, where I can utilize my knowledge, various skills & experience in contribution towards fulfilling the organization's growth objectives, and to develop my career and excel in the retail field.

SYNOPSIS

- A dynamic professional with **5 years** of experience as an Accountant .
 - Expertise in managing retail operations with key focus on top line profitability by ensuring optimal utilization of resources.
 - Proven skills in managing teams to work in sync with the corporate set parameters & motivating them for achieving business and individual goals.
 - Excellent interpersonal, analytical & organizational skills with proven track record of achieving numerous cost savings during the career span.
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SKILL TESTS

- SAP (FICO) & BI
- Expert in Microsoft Office
- People Development
- Sales Development
- Administration Management
- Team Training

Team Management

- Leading, mentoring, training & monitoring a team to ensure efficiency in process operations and meeting of individual & group targets.
 - Creating and sustaining a dynamic environment that fosters development opportunities and motivates high performance amongst Team members.
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ORGANIZATIONAL EXPERIENCE

- As An Accountant for LATTLIV International from Jan 2020 till Current Date.
- As An Purchase Controller for Ansar Mall UAE from May 2019 to Dec 2019.
- As An Accountant for Hyper Nesto (East West Hypermarkets) KSA from Nov 2015 to Jan 2019.

Duties & Responsibilities

- Responsible for working closely with the management accounts team to ensure correct general Ledger coding is used on all invoices and expenses.
- Ensuing that the payment of invoices is completed within a timely manner and in accordance with the payment terms.
- Reconciles processed work by verifying entries and comparing system reports to balances.
- Maintaining Accounting ledgers by verifying and posting account transactions.
- Verifying vendor accounts by reconciling monthly statements and related transactions.
- Verifying and Checking company expenses Claims..
- Closing down inactive vendor and employee accounts.
- Keeping track of every transactions and logging details into a system.
- Matching invoices to the relevant receipts.
- Identifying invoices that are Overdue or have not been received.
- Cross checking and booking the amounts as Per the BDA.
- Heading MIS department and analysing and interpreting data and making comparative analysis.

KEY SKILLS AND COMPETENCIES

- Able to Deal with a large amount of invoices.
 - Maintaining rigorous controls over transactions to mitigate any fraud risks.
 - Strong background in internal Operational Finance Control Processes and Procedures.
 - Handling confidential information in line with the company's data security protocols.
 - Investigating and resolving all irregular and unusual transactions.
 - Methodical approach to getting things done
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- As Administrator Finance Abda Multi Speciality Dental Care Centre , Ooty Jan 2014 to Oct 2015

Duties & Responsibilities

- Booking the Company Expenses on Daily Basis.
 - Managing Accounts receivable and Payable.
 - Reviewing and Processing reimbursements.
 - Maintaining record for all transaction, preparing monthly and Quarterly financial reports.
 - Keeping records of invoices and Tax Payments.
 - Managing the company's Liabilities Such as insurance Premium Etc.
 - Involvement in the payroll process
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Summary of Qualification

- A graduate in commerce with an added edge with strong computer background to handle various accounting tools.
 - Done internship at Indus Towers, was exposed to various accounting tools and had an experience to enhance my knowledge to interpret data on multi-level scale.
 - Undergone MS- Word, MS-Excel, MS- Power point, C++ programing, Java, Visual Basic, HTML, Financial Accounting , Cost Accounting, Retail Management, Principles and Practice of Management and Business, Information Technology and its Application In Business at GR.Damodaran Collage of Science .
 - Undergone Java and MY SQL courses in Army school Wellington.
 - Completed Various Career Oriented Development course at GR.Damodaran Collage of Science .
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QUALIFICATION

Course	Name of the Institution	Board / University	Month and Year of passing	Percentage (%)
Bachelor of Commerce and Information Technology	GR.Damodaran Collage of Science	Bharathiyar University	May 2014	71%
XII STD	Army School, Wellington	C.B.S.E	June 2011	70%
X STD	Army School, Wellington	C.B.S.E	June 2009	60%

PERSONAL INFORMATION

- Father's Name : Late- Gangadharan KP
- Mother's Name : Shajitha TP
- DOB : 30-Oct-1992
- Driving Licence No : 921048742
- Marital Status : Un Married
- Nationality : Indian
- Sex : Male
- Languages Known : English, Hindi, Malayalam, Tamil and Arabic
- Hobbies : Sports and Travelling

DECLARATION

I solemnly declare that the above information given by me is correct to the best of my knowledge and belief, if I am given a chance to serve in your organization, I assure you the best and sincere service at all times

Date : 20.05.2020

Place : Bahrain

SHIJIN TP