

**Lijo A Mookken**

**Qatar**

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## Objective

To secure a challenging position where I can effectively contribute my skills as an accountant, possessing competent accounting skills that offer Professional growth while being resourceful, innovative and flexible. To Specialize in Accounting to take a challenging career in it.

## Summary

- An MBA graduate with over all 4+ years' experience in accounts
- 4+yr working knowledge in Tally ERP.9 and Microsoft Excel
- A Go Getter with never die attitude. Accomplished Accountant with Industry experience in progressively responsible roles.
- Possess excellent Interpersonal, Communication, problem resolution and Organizational skills.

## Educational Qualification

**MBA in Finance Management** (2017)  
(BHARATHIAR UNIVERSITY, COIMBATORE, INDIA)

**B.Com** in (2014)  
St. Thomas College, Trissur, Kerala, India  
UNIVERSITY OF CALICUT, KERALA, INDIA

**Plus Two in Humanities** (2011)  
St. Thomas HSS Thope Trissur, Kerala, India  
(State Board of Higher Secondary Education Gov. Kerala)

**SSLC** in (2009) (Secondary School Leaving Certificate)  
St. Aloysius H S Elthuruth , Trissur , Kerala, India  
(State Board of Secondary Education Gov. Kerala)

## Accounting Certifications

**CMBA (Certified Master In Business Accountants)**

## Personal Strengths

- Fundamental accounting knowledge of journal ledgers subsidiary books customer, Supplier and General Ledgers.
- Strong analytical and problem-solving abilities and handling responsibilities.
- Team Work
- Motivated efficient, accurate, honest and detail oriented.
- Fast Learning
- Ability to work independently with Minimal Supervision.

## Professional Explore

### **AL MANNAI MAINTENANCE AND CONTRACTING WLL, DOHA, QATAR**

**May 2018 - Till Now**

#### **Accountant**

This organization mainly concentrates in construction and carpentering works for residential and commercials in Doha. Company has one workshop and head office with more than 100 employees. My main responsibility is to take care the entire company accounts to run the organization smoothly. Please find the below duties and responsibilities which I am carrying out in the organization.

- ❖ Processing receipts, sales invoices and payments
- ❖ Handling petty cash
- ❖ Preparation of daily documents
- ❖ Preparation of cash book & bank book
- ❖ Posting entries to general ledger on a timely basis
- ❖ Suppliers and customer accounts reconciliation
- ❖ Liaising with banks in order to carry out banking activities
- ❖ Analysis of Debtors (Debtors age analysis)
- ❖ Calculations of gratuity schedule and Air ticket provisions
- ❖ Preparation of MIS reports
- ❖ Carry out Inventory Checkups to find slow moving items.
- ❖ Payroll calculations and employee's salary transfer through Doha bank. (WPS System)
- ❖ Finalization of accounts for the statutory audit and audit assistance to Morison Menon Chartered accountants Doha – Qatar

### **JWALA DIAMONDS, Trissur, Kerala,India**

**Feb 2018 - May 2018**

#### **Accountant**

Jwala Diamonds is retail and wholesale dealer of Diamonds, Stones in Kerala. Company has two branches and head office with more than 150 employees. My main responsibility is to take care the entire company general accounts to run the organization smoothly. Please find the below duties and responsibilities which I am carried out in the organization.

- ❖ Maintain day today books of accounts.
- ❖ Maintain debtors and creditors books of accounts.
- ❖ Maintain books of accounts up to finalization & Book keeping.
- ❖ Preparation and submission of Tax Returns like GST and TDS
- ❖ Issuing Payments to suppliers and settlement of damage products.
- ❖ Physical Stock Verification & Inventory control in software
- ❖ Managed financial departments with responsibility for Accounts Payable and Receivable.
- ❖ Managing Accounts solutions and tax matters.

**SGS & COMPANY (Chartered Accountants), Trissur, Kerala,India**  
**May 2015 – Feb 2018**  
**Accountant**

SGS is Chartered Accounts Company, and they outsource their staffs to look after the accounts of other firms. I was taking care of three company's (Biju & Company; Medi Dove; Kalpana pharmaceuticals) accounts department with below duties and responsibilities. All these three companies are located Thrissur, Kerala and three of them are in different kind of bussiness as shown below.

**Biju & Company** - one of the biggest paint dealer in Thrissur

**Medi Dove** – One of the famous Medical & surgical distributors in Thrissur

**Kalpana Pharmaceuticals** –One of the famous Medicine distributors in Thrissur

- ❖ Maintain day today books of accounts.
- ❖ Maintain debtors and creditors books of accounts.
- ❖ Maintain books of accounts up to finalization & Book keeping.
- ❖ Handling Petty Cash
- ❖ Bank reconciliation & maintain bank accounts.
- ❖ Payroll sheet including leave & final settlement of employees.
- ❖ Preparation and submission of Tax Returns like Sales Tax, GST, TDS & Advance Tax.
- ❖ Issuing Payments to suppliers and settlement of damage products.
- ❖ Physical Stock Verification & Inventory control in software
- ❖ Prepare cash flow & fund flow statements
- ❖ Managed financial departments with responsibility for Accounts Payable and Receivable.
- ❖ Managing Accounts solutions and tax matters.
- ❖ Office works allotted to office staffs –workings follow-up's
- ❖ To coordinate monthly meetings with management to discuss about financial growth
- ❖ Prepare Kerala Gov. tenders procedures
- ❖ GST Registration & Return filings

## **Accounting Software Exposure**

- Tally ERP9 version 6.5
  - Peachtree
  - Quick book 2008
  - Busy (Customized Accounting Software)
  - Actis (Customized Accounting Software)
  - Genius (Customized Accounting Software)
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## Computer Skills

- MS office
  - EXCEL – Intermediate
  - WORD – Intermediate
  - POWER POINT – Intermediate
- Operating system
  - Windows 7,8 and 10

## Personal Profile

**Nationality** : Indian

**Date of Birth** : 26-MAR-1993

**Gender** : Male

**Marital Status** : Single

**Passport No & Expiry Date** : M3072578 & 26-OCT-2024

**Current Location** : Doha, Qatar

**Visa Status (Expiry)** : Residential Visa (19-AUG-2019)

**Languages known** : Malayalam, English, Hindi and Tamil

## Affirmation

I hereby declare that the above written are best of my knowledge and belief.

**Lijo A. Mookken**

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