



TIJO JOSEPH

Accountant

PERSONAL

Date of Birth : August 12, 1985
Birth Place : Kerala,India
Age : 33
Gender : Male
Marital Status : Single

CONTACT:

 ANGAMALY
 +91 7909120884
 tijojosephvevu@gmail.com

LANGUAGE:

English
Hindi
Malayalam
Tamil

Career Objective

To secure a position that will lead to a long lasting working relationship in the field of accounting or bookkeeping

Education

2012	MASTER OF COMMERCE (M.Com)
2006	BACHELOR OF COMMERCE (B.Com)
2003	XII TH STANDARD
2001	X TH STANDARD

Working Experience

1) Working as a Assistant Accountant at INTERSTAR MARBLES INDUSTRIES LLC in Sharjah Since 23rd Nov 2014 to 2019.

Key Accomplishments;

- VAT Calculations and Submitting the payments
- Management of Parties (Debtors & Creditors)
- Preparation of financial statements
- Preparation of Petty Cash Book
- Manual & Computerized accounting up to finalization
- Handling cash
- Prepare reconciliation statement
- Preparation of Monthly receipt and payment
- Analysis and reporting of Problem invoice to client
- Reviewing and reporting of outstanding payments
- Knowledgeable in PDC
- Physical stock Management
- Invoice Making.
- Payment follow-up
- Cheque Making & Handling.
- DO & Project Follow-up
- Knowledgeable in Tally ERP 9,

Passport Details

Passport No : H 7380737

Date of Issue : 27.07.2010

Date of Expiry : 26.07.2020

Place of Issue : Cochin

HOBBIES

- Watching Movies
- Listening To Music
- Playing & Watching Cricket

COMPUTER KNOWLEDGE

- Tally ERP9
- Sibel
- Oracle
- Exact
- MS Office

Permanent Address

Vevukkattu House,
Thaikkattukara P.O.,

Cochin

Kerala - 683106,
India

PRESENT ADDRESS

VEVUKATTU HOUSE
ELAVOOR P.O.
PARAKKADAVU
ANGAMALY
ERNAKULAM
PIN 683572

2) Worked as a Assistant Accountant at PASSES POWERS (Pipe Manufacturing & Marketing Company) in India from 2012 to 2014

Key Accomplishments;

- Invoice Making.
- Preparation of financial statements
- Preparation of Petty Cash Book
- Receive, distribute and maintain adequate quantities of stocks at all times
- Maintain optimal stock levels
- Review physical inventory periodically
- Book keeping

3) Worked at Concord Motors, Nettoor as an Assistant Accountant from 2010 - 2011

- Invoice Making.
- Preparation of financial statements
- Preparation of Petty Cash Book
- Receive, distribute and maintain adequate quantities of stocks at all times
- Maintain optimal stock levels
- Review physical inventory periodically
- Book keeping

4) Worked as Junior Auditor and Accounts Assistant at SVAR ASSOCIATES in India from 2006 to 2009

- Preparation of Fixed Assets Statement
- Processing & verification of bills in respect of various transactions to ensure the compliance of system and procedure existing in the organization with particular reference to compliance of various statues and adequate documentation
- Generation of various vouchers (Payment Voucher, Journal Voucher, Receipt Voucher, and Contra Voucher.)
- Operation of personal computer using various word processors and spreadsheets such as MS Word, MS excel etc
- Maintain Various Registers

Reference

On Request

Declaration

I, **TIJO JOSEPH** do hereby declare that the above information is true and correct to the best of my knowledge and belief.

Thanking you,

TIJO JOSEPH
ANGAMALY