



# SIJAS K K

## ACCOUNTANT

### PROFESSIONAL SKILL

- Self-motivated and quick learner.
- Able to work under pressure with minimal supervision
- Willing to learn new problem-solving skills
- Good interpersonal skills and a good team member
- Multi-tasking in a fast-paced environment

### HARDCORE SKILLS

- Time Management : ●●●●●
- Data Management : ●●●●●
- Communication : ●●●●○
- Leadership : ●●●●●

### LANGUAGES KNOWN

- Malayalam : Native
- English : Full Professional Proficiency
- Hindi : Limited Working Proficiency

### PERSONAL PROFILE

- Age & DOB : 23, 12.02.1998
- Nationality : Indian
- Gender : Male
- Marital Status : Un-Married
- Interest : Music, Travelling

KOTHARATH HOUSE  
THATTEKADU, NETTOOR P.O  
MARADU, ERNAKULAM

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### AREAS OF EXPERTISE

- Growth Expansion Strategies
- Budgeting & Forecasting
- Taxation & Filing
- Regulatory Compliance
- Generating comprehensive reports
- Maintaining Records

### WORK EXPERIENCE

#### CLERK CUM OFFICE ASSISTANT

Directorate General of Goods & Services Tax Intelligence  
07/2019 – Present

#### Achievements/Tasks

- Preparing GST filing reports, TDS reports & documents for government submission.
- Handled Accounts related works, Establishments and Stores.
- Preparing monthly Expenditure & Swatchatha reports
- Maintaining well organized records to respond swiftly to various administrative needs.
- Making of Salary bills, TA Bills & Other Bills on Public Financial Management Portal (PFMS)
- Gather & Update office data in a regular & accurate manner.

#### ACCOUNTS EXECUTIVE

Yuvasree Food Products  
04/2018 – 05/2019

#### Achievements/Tasks

- Maintaining all the Company Accounts
- Prepare accurate, timely financial reports of company expenditures following the established schedule.
- Reviewed and analyzed preliminary financial statements and month end reports to with **100% accuracy.**

### EDUCATION

#### Bachelor Of Commerce

MG University with **70%**  
Maharaja's College, Ernakulam, Kerala

#### Sr. Secondary – Commerce

Kerala State Board with **87%**  
V J H S S, Vaduthala, Alappuzha, Kerala

#### Secondary (SSLC)

Kerala State Board with **94%**  
M P M E M H S S, Ernakulam, Kerala

### CERTIFICATION & AWARDS

**Certificate course in Goods & Services Tax (GST)**

**Certificate course in TDS, Tally ERP, MS Office**

### SOFTWARE EXPOSURE

- Tally ERP : ●●●●●
- M S Docs : ●●●●●