

- **SIJO T D**

**CA INTERMEDIATE, B.COM FINANCE, M.COM FINANCE (Doing)**

TOTAL EXPERIENCE: 15 + YEARS

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Contact No: +91 9745326484 (Kerala)

**CAREER OBJECTIVE:**

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn and grow by delivering the results.

**CAREER SUMMERY:**

- A detail oriented professional with excellent knowledge of accounts, finance, audits possesses rich experience of 10+ years of experience in financial planning, analysis and accounting principles
- Admirable capacity to improve and maximize overall business and finances function integration through effective communication processes.
- Experienced in keeping the records of daily financial transaction and analyzing the financial aspects of organization.
- Innovator with creative skills and experiences to improve overall business processes.

**PERSONAL QUALITIES:**

- Excellent communication skills
- Good analytical skills
- Keen observer
- Trustworthy
- Smart working ability
- Multi-tasker
- Good Team Leader

**TECHNICAL KNOWLEDGES:**

- MS office
- Tally
- Oracle
- MS Excel & Word
- ERP Software's

**Work Experience: -**

SL NO	ORGANIZATION	DESIGNATION	FROM	TO
1	Renai Medicity Multi Super Specialty Hospital, Ernakulam	Deputy manager- Finance & Accounts	November 2017	Till date

2	Sunrise Hospital Kakkanad Ernakulam	Manager-Finance & Accounts	MARCH 2016	November 2017
3	CIMAR Cochin Hospital (A Unit of Edappal Hospitals Pvt. Ltd ) - Ernakulam	ACCOUNTS MANAGER	JULY 2013	MARCH 2016
4	COLOMBO GROUP ERNAKULAM	ASSISTANT MANAGER (ACCOUNTS)	December 2011	January 2013
5	ABRAHAM & JOSE CHARTERED ACCOUTANTS, THRISSUR	C A ARTICLESHIP (Audit Executive)	August 2007	September 2011

**EMPLOYER:**

**1. RENAI MEDICITY Multi Super Specialty Hospital - Ernakulam**

**DESIGNATION:-DEPUTY MANAGER-FINANCE AND ACCOUNTS.**

**Key Responsibilities:**

- Supervising & Coordinating 16 accounting staffs in the Department.
- Preparation of Financial Statements (MIS) including Debtors outstanding in every month and reporting the same to MD & Vice President.
- coordinating with various tax departments such as income tax, sales tax, GST,etc
- Preparation of budgets of income and expenditure in every month.
- Coordinating with internal and external auditors & Dealing with auditors for finalization of accounts.
- Monitoring & Supervision of functioning of Departments such as Insurance, Credits, IP Billing, OP & IP pharmacy, Admission & Discharge, General Store, etc in matters connected with Accounts.
- Verifying & monitoring statutory compliances such as TDS, GST, Income Tax, Flood Cess, etc
- Verification & Checking of Payroll & incentive preparation of Doctors & Staffs'
- Scrutiny of all Supplier payments (Cheque), Cash books, Bank reconciliation etc on a Day to day Basis.
- Co- ordination of Dept. stock consumption approvals on a daily basis

**2. SUNRISE HOSPITAL – Kakkanad Ernakulam**

**DESIGNATION: - ACCOUNTS AND FINANCE MANAGER**

**KEY RESPONSIBILITIES:**

- Coordinating with internal and external auditors and clarification of auditor's observations.
- MIS reports preparation such as income and expenditure accounts, departments profitability statements (32 departments) in every month and submitting the same to the management (MD).
- Preparation of budgets of income and expenditure in every month.
- Coordinating with various tax departments such as income tax, sales tax, service tax, luxury tax.
- Dealing with auditors for finalization of accounts.
- Verification & Checking of Payroll & incentive preparation of Doctors & Staffs'

### **3. CIMAR Cochin Hospital**

**DESIGNATION: - ACCOUNTS MANAGER**

**KEY RESPONSIBILITES:**

- Keeping of Accounts up to Finalization such as preparing Bank and journal vouchers, preparing Bank reconciliation statement, Co-ordination of works in matters relating to accounts such as pharmacy, lab, Reception, General store, Bio medical, Maintenance, etc.
- E-Filing of VAT Returns, Income tax Matters, Luxury tax returns, E-payment of TDS, Service Tax payment under reverse charge Mechanism, etc. in every Month.
- Dealing with all bank related work such as writing cheques, NEFT, RTGS, Online view of bank Statements, Card swapping transactions etc.
- Dealing with auditors for Finalization of Accounts.
- Supporting software professional (Muziris) with respect to matters related to Accounts.
- Preparation of Budgets of income & expenditure in every quarter.
- Preparing Managerial Service reports and Fund management.

### **4. COLOMBO UMBRELLAS ERNAKULAM**

**DESIGNATION: - ASSISTANT ACCOUNTS MANAGER**

**KEY RESPONSIBILITIES:**

- Keeping of Accounts Up to Finalization Such as Keeping of Day Book, Vouchers, Posting entries into Tally, Ledger Scrutiny, Bank Reconciliation, etc
- Physical Verification of Stock (Umbrellas) In every month.
- E-Filing of VAT Returns, E-Payment of TDS
- Preparation of Profit & Loss account in every month and the Same is submitted to management.
- Review of debtors & creditors list once in every month.
- Handling Matters Connected with Banks, Income Tax, Sales Tax, Cash Management including billing in every Day after 5.30 pm and cash is submitted to the Owner.

### **5. ABRAHAM & JOSE CHARTERED ACCOUNTS THRISSUR**

**DESIGNATION: - AUDIT EXECUTIVE**

**KEY RESPONSIBILITIES:**

- Sales Tax Return(VAT), Income Tax Return, Service Tax Return & TDS Return.
- Working Knowledge in Accounting, Excise Duty, Customs Duty, Service Tax, Vat, Wealth Tax Laws, Income Tax Laws,etc
- Planning and Auditing Experience in the area of Banking, Public Sector Company, Educational Institutions, Hospitals, Dioceses, Partnership Firms.
- Experience in the Internal Auditing of a Manufacturing Company.

**MAJOR AUDITING UNDERTAKEN: -**

Travancore Sugars & Chemicals Ltd, Kerala Metals & Minerals Ltd, KSFE Branches, SBI, CSB, Thomson PVC Pipes, Josons Hardwares Chalakkudy, Sahrdaya College Of Engineering, Jyothi College Of Engineering, Jubilee Mission Hospital, Dhanya Mission Hospital, CAICO Food Products Pvt Ltd, United Kuries Pvt Ltd, etc

**ACADEMIA: -**

Qualification	Institution	Board/ University	%	Year of Passing
S.S.L.C	ST.SEBASTAINS HSS KUTTIKAD	GOVT. OF KERALA	74%	2002
PLUS TWO	ST.SEBASTAINS HSS KUTTIKAD	GOVT. OF KERALA	74%	2004
B.COM	CHRIST COLLEGE, IRINJALAKUDA	CALICUT	73%	2007
CA INTERMEDIATE	THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA	THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA	54%	2011

**PERSONAL DETAILS:**

**Date of birth:** 20 MAY 1986

**Age** : 35

**Marital status:** married.

**Language know:** English, Malayalam, Hindi

**Permanent Address** : THALIYAN HOUSE  
KANJIRAPPILY , MUNIPPARA CHALAKUDY

