

LIJIKISHOR



Contact

Address:

Sharjah, United Arab Emirates

Phone: +971 52 667 5423

Mail: liji.kishor2@gmail.com

Languages

English
Hindi
Malayalam

Personal Information

Nationality : Ghanain
Date of Birth : 04/03/1983
Gender : Female
Marital Status : Married
Visa Status : Residence under
Husbands
Sponsorship

Personal Information

Passport No : G1996853
Issue Date : 11/04/2018
Expire Date : 10/04/2023

Curriculum Vitae

Career Objective

CA intermediate and completed articleship, exceptional track record in audits of various enterprises in Kerala and internal audits statutory audits and tax audits of various private Ltd companies and Banks in India, seeking a challenging position in a dynamic organization to contribute accrued skills and work towards achieving its goal Successfully to benchmark its position in the industry.

Areas of Expertise

Finalization of Accounts	Excel Knowledge.
Preparation of reports	Cash Management / Audit Management.
Statutory Accounts.	Bank, AR / AP Management.

Educational Background

- **CA Inter (PE- II)** - Institute of Chartered Accountants of India, New Delhi.- 2009
- **M.com-Finance** - University of Calicut, Kerala. - 2010
- **B.Com** - University of Calicut, Kerala. - 2013
- **Computerized Financial Accounting** – Tally ERP, Peach Tree, Internet Knowledge.

Experience

01. ACCOUNTANT - (NOV 2020 - July 2022)

Intelcare Nidhi Limited, Thrissur- Kerala

A reputed and leading Nidhi Company,Kerala which accepts deposits and disbursing loan to its members in Trissure, Kerala.

- Reporting to directors.
- Filing of statutory returns & annual returns.
- Maintaining statutory registers.
- Preparation & Finalization of books of accounts.
- Preparing & maintaining deposit and loan database report.
- Checking the compliance of Nidhi rules in all transactions.

02. ACCOUNTANT -(JUN 2014_JULY 2015)

Ghassan Ahmed Al Sulaiman Trading,Deira,Dubai

A reputed and leading German based FMCG company in Deira,Dubai ,specialised in importing and distributing high quality food stuff products from Europe and United States of America. My job profile includes:

- Reporting to Finance manager.
- Responsible for accounting and financial function including budgeting, generating reports, cash management and analysis of company accounts.

- Timely and accurate monthly reporting including Cash Flow Forecast.
- Management of revenue-Cash,Bank and Account receivable.
- Review and evaluate the contracts with the customers & suppliers and recommended actions.
- Maintained a liaison with suppliers and auditors

03. AUDIT ASSISTANT - (FEB 2010_FEB 2013)

M/s . Vasu And Sivaram Chartered Accountants ,Thrissur ,kerala

A leading Chartered Accountant firm in Thrissur, Kerala ,dealing with many high profile clients which gave me a good experience in statutory and internal audit of Various corporate clients. My job profile includes:

- Filing of Income tax returns of companies, firms and individuals
- Audit of Banks and financial institutions.
- Handled various taxation and company law matters.
- Preparation , finalization and uploading of income tax,service tax and tds returns
- Drafting of Audit reports, Wealth certificates and Utilization certificates
- Ensuring effective delivery of all audit and advisory services to clients, including accounting matters
- Performed audit of Trust
- Audit of companies, partnership firms and individuals. To name a few among them are as follows:
 - Statutory audit, tax audit and sales tax audit for a prominent manufacturing company Named Gem treads Private Limited
 - Internal audit of Emmanuel group
 - Statutory audit of Sreevalsam educational Trust
 - Tax audit and sales tax audit of Sitaram Ayurvedic pharmacy Limited
 - Tax audit of dealers in Kerala of Jyothy laboratories Limited

SENIOR ACCOUNTANT AND INTERNAL AUDITOR (FEB 2007_DEC 2009)

Gem Electricals and Sanitaryware,Thrissur, Kerala

A reputed trading group having branches all over Kerala

- Responsible for Reporting to Group Finance Manager.
- Handled the overall responsibilities of the accounting operation, procedures and system and performing all different accounting activities of the company.
- Ensured accurate and regular entries of accounting in order to reflect an up to date image of the actual financial status of the organization.
- Generated monthly Profit and Loss statements, Balance sheets, Budgets and Tax statements
- Managed Purchase and Sales Ledger Accounts, Petty Cash and Expenses.
- Handled Statutory Accounts- VAT, TDS
- Monitored Daily Sales Reports, posting of Cash Book receipts and payments

- Trained junior staff.
- Managed Inter-Branch transactions.
- Checking recorded and banked remittances
- Troubleshoot and problem solved with non-accounting people.

Payroll

- Coordinated monthly payroll functions adjusting deductions and TDS on Professional Fee.

Accounts Payable/ Credit Control

- Followed-up outstanding queries on purchases and invoices held for payment
- Reconciliation of monthly Cheque reports / supplier statements and controlled the issues of payment
- Exercised control over suppliers advances.

Audit

- Handled Internal / Statutory Audit queries for branches.
- Evaluate internal control system ,sorting and rectifying of discrepancies and reporting

Declaration

References can be furnished upon request. I hereby declare that all the above mentioned details are true and up to my knowledge.

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Declaration

I sincerely hope that my application will receive your kind attention and I am most anxious that an opportunity for an interview is given to me at your earliest convenience.

ASHAR USMAN