

# RESUME

## SHAJIN. R. S

EXPERIENCED ACCOUNTING PROFESSIONAL

### OBJECTIVES

Seeking a position where I can enhance my skills and qualification at friendly competition working environment. Dealing with situations in flexible ways to achieve the level of satisfaction.

### PERSONAL STRENGTH

Extremely dedicated, hardworking and confidential person with good communication skills and a pleasing personality, an extrovert, responsible and very organized. I am adaptable in any kind of situations and capable to work under pressure.

### PROFESSIONAL EXPERIENCE

#### March-2019– Till date ADMINISTRATIVE OFFICER

ORANGE PRINTERS PVT. LTD

TRIVANDRUM, KERALA.

Provide administrative support to the organization.

Manage office supplies stock and place order.

Prepare regular reports on expenses and office budgets.

Arrange travel and accommodations

Organize a filing system for important and confidential company documents.

#### May-2018 – Feb 2019 ACCOUNTANT CUM CASHIER

HEERA CONSTRUCTIONS

4 PILLARS, TRIVANDRUM, KERALA.

Maintaining and Reconciliation of day-book, employees, vendors and contractors account ledgers.

Handling of cash.

Processing wages of labors.

Employee reimbursement as per the policy.

Verification of Material load arrivals on site with order placed.



#### ► CONTACT DETAILS

Phone : **9947739920**

E- Mail: **RS.SHAJIN5@GMAIL.COM**

Location: Trivandrum

Preferred Location(s) : Trivandrum & Ernakulam

#### ► EXPERTISE

Accounts

Auditing

Credit Controlling

Finance Analyst

Administration

#### ► TECHNICAL SKILLS

Operating System : Windows

Application : MS Word, MS Excel

Tally ERP 9

#### ► LANGUAGES

Malayalam ( mother tongue)

English

Hindi

#### ► PERSONAL INFORMATION

Date of Birth : 24-April-1987

Gender : Male

Nationality : Indian

Marital Status : Married

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**Sep-2017 – Mar 2018    BRANCH MANAGER**

HONEST ASSOCIATES

TRIVANDRUM, KERALA.

Organize and maintain smooth functioning of the branch

Assigning tasks and targets to executives

Planning and analyzing the monthly goals

Inspect account books and accounting systems to keep up to date

Updating daily activity reports to the authorities

Field visit with executives, in case of disputes.

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**May-2014 – Jun 2017    ACCOUNTANT GENERAL**

EMIRATES TANK CLEANING EQUIPMENT & MARINE SERVICES

Ajman, UAE

Organize and maintain financial records

Reconciles financial discrepancies by collecting and analyzing account information

Examine statements to ensure accuracy

Inspect account books and accounting systems to keep up to date

Research, track and restore accounting or documentation problems and discrepancies

Reconciles accounts in a timely manner

Report to management regarding the finances of establishment

**Mar-2011 - Dec-2013    INTERNAL AUDITOR**

JOS ALUKKAS JEWELLERY

Kerala, India

Evaluating effectiveness of compliance function

Planning long range audit plan

Follow-up on significant findings from previous audit

Participate in system design as an advisor on internal control

Examine external/internal affairs of organization

Reporting the authorities in regular intervals

**Oct-2009 - Jan-2011    ACCOUNTANT**

WAYBEO INFO SOLTIONS –TECHNO PARK

Kerala, India

Maintaining books of account

Regular updating and verification of vouchers

Keeping payable and Receivables records

Verification and clarification of disputes in bank statements

Forwarding monthly reports to the directors

## EDUCATION

2006 – 2009	<b>BACHELOR OF COMMERCE</b> Kerala University
2002 – 2004	<b>HIGHER SECONDARY</b> Kerala State Education Board
2001– 2002	<b>SECONDARY SCHOOL LEAVING CERTIFICATE</b> Kerala State Education Board

## REFERENCE

References available upon request

## DECLARATION

I hereby declared that the above information is true to the best of my knowledge.

SHAJIN. R. S