

## Hiransaj S H



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### Career Objective

A Chartered Accountant seeking a challenging role in a reputable organisation; which involves participation in the formulation of strategic plans and decision making. **Interested in demonstrating my skills in accounts and audit field**, to ensure that the company achieves its financial objectives.

### Educational Qualification

Qualification Level	Degree	College/University/Board	Year of Graduation
CA PCC (CA INTER)	CA	Institute of Chartered Accountants of India	2011
Graduate	B.Com	University of Kerala	2007
10+2	Higher Secondary	Board of Higher Secondary Examination, Govt of Kerala	2004

### Professional Experience (11 years 9 month)

- KKJ Group International (India) Private Limited (Indian Division of Al Swiss Group of Companies - Sharjah) Piravom – Ernakulam, Kerala, India from Mar 2015 to Feb 2020  
**Designation: Group Audit Manager (In Charge of Accounts Department)**



- Jotsana Pillai & Co. Chartered Accountants, Kattappana, Kerala, India from Jul 2013 to Jan 2015.  
**Designation: Operational Executive – Audit & Assurance**
- Abraham & Jose. Chartered Accountants, Ernakulam, Kerala, India from Aug 2011 to Mar 2013.  
**Designation: Audit Assistant**
- SR Mohan & Co. Chartered Accountants, Ernakulam, Kerala, India from Feb 2009 to July 2011.  
**Designation: Articled Clerk**
- Abraham & Jose. Chartered Accountants, Ernakulam, Kerala, India from Feb 2008 to Jan 2009  
**Designation: Articled Clerk**

### **Some of the Responsibilities Handled :-**

1. Finalisation of Books of Accounts and Preparation of Financial Statements.
2. Handling Income Tax, advance tax, TDS, GST, Vat, Service tax, EPF, ESI payments and return filing
3. Verification of Daily Sales Invoices, Purchase Invoices, Other Vouchers, etc.
4. Bank Reconciliation.
5. Verification of Bank Payment Vouchers, Cash Vouchers, etc and monitoring fund flow.
6. Budget Preparation.
7. Branch Reconciliation.
8. Preparation of Management Information Reports
9. Handling and Monitoring accounts and administration matters.
10. Supervising junior staffs
11. Proper follow up with Debtors for the prompt payment on time.
12. Dealing with Banks and other financial institutions for various purpose
13. Negotiation with parties for the purchase of assets, etc.
14. Monthly price list preparation.
15. Verification of stock system
16. Salary sheet verification
17. Providing support for Legal matters

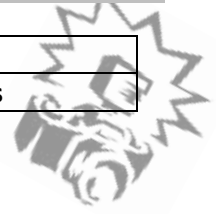
### **Computer Skills(Working Experience)**

- Tally.ERP9
- Stage 6.0
- Oracle
- B2B
- SPECTRUM
- CompuTax
- MS Office



## Interests

Social Work	Travel	Music
Sports	Teaching	Learning New Skills



## References

Will be available on request



## Personal details

Date of Birth	14 <sup>th</sup> March 1987
Nationality	Indian
Name of Father	Haridas P
Marital Status	Married
Valid Driving License	India
Address	<p>Permanent Address</p> <ul style="list-style-type: none"><li>Saj Bhavanam Kodamthuruth Kuthiathodu P.O Alapuzha Dist Kerala State,India-688533</li></ul> <p>Current Address</p> <ul style="list-style-type: none"><li>First Floor,SNRA 267 Santhi Nagar Residence Association Eroor, Thrippunithura Ernakulam Dist Kerala State, India-682306</li></ul>
Languages known	English, Malayalam, Tamil, Hindi
Passport Details	<p><b>Passport No - K7245577</b></p> <p>Place of Issue – Cochin</p> <p>Date of Issue – 25.01.2013</p> <p>Date of Expiry – 24.01.2023</p>

I hereby declare that the above given information are true according to my knowledge and belief.

Place: Piravom  
Date : 15.05.2020

  
**Hiransaj S H**