

SAYOOJIA NAIR S R



☎ MOBILE : **+91 8086112529, 8848028175** ✉ EMAIL : jiauyas@gmail.com

BHAJANAMADOM, PAMMATHALA THAVALAM
VEEDU SREE CHITHRA NAGAR, B-50/1,
PANGODE THIRUMALA. P.O,
TRIVANDRUM-695006

SUMMARY OF EXPERIENCE / SKILLS

- Experience in Handling Accounting works of huge transactions.
- Experience in office administration.
- Experience with high profile Government officials like Ministers, IAS Officers and other officials.
- Adequate understanding of finance and accounting procedures.
- Huge experience of working to tight deadlines, within a highly pressured and change orientated environment.
- Experience in handling secretarial compliances.
- Experience in handling TALLY ERP 9
- Able to work accurately on an independent basis with minimal direction from superior and in a team environment as a leader motivating and influencing positive thinking and behavior of others.
- Basic knowledge on ESI, PF initialization.
- Professional handling on both Accounting and Administration.

EDUCATIONAL QUALIFICATION

Qualification	Year of Study	Board/University
Degree (B.Com Finance & Tax) Project undertook: Customer satisfaction through event management	2016	Kerala University
Plus Two	2013	Kerala Board of Higher Secondary Examinations.
SSLC	2011	Kerala Board of Public Examinations

CURRENT PURSUE

- Company Secretariship (Executive) in Institute of Company Secretaries of India.
- Final Year M Com in Annamalai University for Distance Education.

TECHNICALSKILLS

- Skilled in MS WORD, MS EXCEL
- Completed an add on training course in Retail Management from 'Icons Education' under the consultancy of 'KELTRON'.
- Practiced in Accounting Academy for experience in accountancy and Tally.
- Expertise in E Office
- Adequate knowledge in POWER POINT
- Holds basic computer knowledge
- Handles TALLY ERP 9

PROFESSIONAL EXPERIENCE

1) **HERITAGE ARCHITECTURE, TRIVANDRUM (Government based Construction Company)**

Position Held : Accounts Officer

Period : August 2019 – Present

Job Responsibilities

- Monitoring the complete accounting functioning inside the entity.
- Monitoring the complete accounting functioning of the sister companies.
- Complete handling of Tally ERP 9.
- Internal auditing
- Internal verification
- Internal examination
- Looking after salary calculation and payment procedures.
- Coordinating with sister companies.
- Regular communication with Chartered Accountants, Company Secretary and Tax Auditors.
- Direct reporting to Managing Proprietor
- Direct reporting to Managing Director of sister Concern.
- Supervising and co-ordinating subordinates.
- Co-ordinating meetings
- Mostly handling with Excel and word.
- GST handling in accordance with entity matters.
- Entering of purchase and sales both in Excel and Tally
- Reconciliation with Bank statements.

- Preparation of Statement of Accounts(Balance Sheet, P&L A/c, Cash flow statements, Trial Balance etc:)
- Currently studying initialization of ESI and PF
- Assisting Managing Proprietor.
- Assisting Managing Directors and other Directors.
- Coordination with Chartered Accountant and Tax consultants.
- Looking after TDS .
- Role of Cashier
- Monitoring Bank transactions like IMPS, RTGS, NEFT
- Monitoring Income Tax returns, Annual accounts, and other filings like TDS.
- Supervising Labour and Material payments.
- Preparation of Debit notes.
- Cross checking with Tally and source documents.
- Exporting functions of Tally.
- Proper verifications from all corners for accurate functioning of the financial structure.
- Preparation of vouchers etc:
- Handling Sundry creditors.
- Handling Contractors and Sub contractors.
- Proper handling of ledgers, accounts receivables and payables.
- Timely policy updation on financial amendments.
- Handling of day to day accounting transactions.
- All other works entitled by the Directors and Authorised persons.

2) KERALA STATE INDUSTRIAL DEVELOPMENT CORPORATION LIMITED (KSIDC), TRIVANDRUM

Position Held : Trainee Company Secretary

Period : November 2017 – July 2019

Job Responsibilities

- Drafting and Preparation of Agenda and Minutes of Board, Committee, Sub-Committee and General Meetings.
- Co-ordinating with Internal Auditors and Statutory Auditors and providing necessary information.
- Assisting Company Secretary for Conducting Board Meetings and Annual General Meetings at regular intervals.
- Assisting Company Secretary in ensuring good corporate governance and better compliance of various Acts.
- Preparing term loan agreements and documentation thereof.
- Preparing E Forms for various filings with ROC and MCA and their follow up
- Assisting Company Secretary in incorporating various companies as per the instructions of Government of Kerala.
- Assisting the preparation of Memorandum of Association and Articles of Association by scrutinizing.
- Communicating with IAS Officers and other Government officials on behalf of and as per the instruction of the Company Secretary.
- Preparing files in accordance with the dictations of the Company Secretary.
- Co - ordinating with branch office, other associates and clients.

- Proper recording of sanctions status.
- Proper recording of details of Nominee directors, their appointment and cessation.
- Drafting sanction letters in accordance with the decisions made in various Committees, Board and by Managing Director.
- Communicating with Directors at the time of Financial statements preparation.
- Regular communication with Practicing Company Secretary at the time of filing.
- Preparing all E forms like DIR 12, DIR 11, DIR 8, DIR 6, DIR 3, DIR 3-KYC, DIR 2, MBP 1, MGT 9, MGT 7, AOC 4, AOC-CFS, ADT 1etc: and coordinating with PCS for the end processes.
- Communicating with CS in regards of issuance of new forms by the MCA.
- Handling the complete works regarding the printing of Annual Report.
- Handling the complete works regarding the activities of Corporate Social Responsibilities (CSR).
- Additional works delegated by Government of Kerala.
- Regular communication with Government Secretariat under the instruction of the Company Secretary.
- Handing over the required details in terms of disclosure under Regulation 30(1) and 30(2) of SEBI (Substantial Acquisition of Shares and Takeovers) Regulations, 2011 to the associate companies.
- Communicating with the Company Secretaries of other companies in needed cases.
- Communicating with ROC in needed cases.
- All other interdependent and intermediate jobs connected with under the instruction of the CS.
- All other miscellaneous works entitled by the seniors.

3) **PRESTO KITCHENS, TRIVANDRUM**

Position Held : Accountant

Period : December 2016 - October 2017

Job Responsibilities

- Mostly handling with Tally ERP 9 as it is a business enterprise.
- Calculation of salary and all activities based on till its settlement.
- Co ordinating with sister concerns and vigilencing their work and reporting to the higher authority.
- Recording the transportation details of each sites and communicating with supervisors and drivers in this regard.
- Recording of site expenses and co ordinating with Supervisors and clarifying with their explanations for the expenses incurred.
- Recording the details of stocks and its outwards and inwards separately in excels.
- Entering and producing purchase and sale bills.

- Entering and keeping Receipts and Payments both in manner of hard copy and soft copy.
- Preparation of vouchers and entering them into Tally.
- Cross checking bills with Tally.
- Stock verification and items updation.
- Exporting bills and stock items for cross checking.
- Preparation of Debit notes and credit notes.
- Preparation of purchase orders.
- Checking mails of clients and correspondents.
- Recording client queries and delegating them to the respective departments and thus its settlement.
- Following up of current status of work in process sites.
- Handling with clients
- Complete accounting of all transactions made and reporting to the Manager.
- Co-ordinating with the Statutory Auditors.
- Co-ordinating with Tax auditors.
- Communicating with clients regarding settlement of bills.
- Reporting to the General Manager regarding the pending receivables from clients.
- All other jobs entitled by the seniors and superiors.

PERSONAL SKILLS

- Willingness to learn and take up responsibilities and challenges.
- Ability to motivate others.
- Ability to build up good relationships.
- Ability to work with equal efficiency, both as part of team and independently.
- Willingness to take risk held jobs.
- Willingness to work in time limits and other tight schedules.
- Pursues creativity while handling respective sessions.
- Adequate skill in mental ability.

OTHER MENTIONING

- Worked immensely for the incorporation of Trivandrum International Airport Limited (**TIAL**).
- Worked hard for the big event coordinated by the Government of Kerala **”ASCEND KERALA 2019”** at Ernakulam.
- Worked with Institute of Company Secretaries of India at its 45th **National Convention of Company Secretaries** held in Kerala and received special appreciation from its President for the team, as the back bone of the conduction of the programme.
- Active leader in **National Service Schemes** in both school and college level.

- Attended training programme conducted by MG College in **Entrepreneurship Development**.
- Attended training programme on **e-Office** for the Government staffs held by Finance Department, Government of Kerala.

H O B B I E S

- ☐ Listening to Music
- ☐ Outing and shopping
- ☐ Designing

EXTRACURRICULAR ACTIVITIES

- ☐ Achieved various certificates for performing arts
- ☐ Handles stage shows
- ☐ Anchoring
- ☐ Stage management and coordination

PERSONAL PROFILE

- | | |
|--|---|
| <input type="checkbox"/> Date of Birth | 12-01-1996 |
| <input type="checkbox"/> Languages Known | English, Malayalam, Hindi, Tamil
(also learned German and Russian) |
| <input type="checkbox"/> Nationality | Indian |

DECLARATION

I hereby declare that the above information and particulars are true and correct to the best of my knowledge and belief.

Thiruvananthapuram

Yours faithfully

Dated :14th March 2020

Sd/-
SAYOOJIA NAIR S R