

# **CURRICULUM VITAE**

**SHAIJU S**

**SHAIJU MANZIL  
MANTHARA EDAVA P O  
THIRUVANANTHAPURAM  
KERALA, INDIA  
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## **CAREER OBJECTIVE**

To expand and enhance my skills in innovative ways within an environment that nurtures. Creativity, free thinking, presents extreme challenges and impact personal and professional growth.

## **WORK EXPERIENCE**

Overall, 4 years of accounting experience in different organization sectors like Food industry and IT firm and Education firm

➤ **Accountant**

**(Sep 1<sup>st</sup> 2019 to 10<sup>th</sup> Nov 2020)**

Acumen Global Pvt Ltd , Pulimoodu, Trivandrum, Kerala, India – 695001

- Preparing and analyzing accounting records and financial statements.
- Analyzing business trends, operations, financial commitments, revenues, etc.
- Computing taxes and tax returns.
- Reporting all the findings to the management.
- Developing, maintaining as well as evaluating budgets and preparing reports based there on.
- Recordkeeping and maintenance of accounting systems.
- Preparing manuals and forms for bookkeeping and accounting staff.
- Carrying out surveys for finding out accounting needs.

➤ **Accounts Executive**

(Feb 14<sup>th</sup> 2017 to 31<sup>st</sup> Aug 2019 )

Elementz Engineers Guild Pvt Ltd. Thampanoor, Thiruvananthapuram ,  
Kerala, India-695001

❖ **Key Responsibilities**

- Handling Cash & Petty cash.
- Preparing bank reconciliation statements.
- Preparing TDS details.
- Data generation for filing of monthly GST returns.
- Preparing documentation details for export.
- Preparing Purchase & Sales voucher
- Assisting Company Audit finalisation.
- Prepare a monthly Income & Expenditure

➤ **Accounts Assistant (May 2<sup>nd</sup> 2016 to Feb 13<sup>th</sup> 2017)**

Nilamels & Kaimals Foods Pvt Ltd. Kinfra Park Thumba Kazhakkuttam

Thiruvananthapuram, Kerala, India -695586

❖ **Key Responsibilities**

- Assisting Senior Accountant in handling tally accounts.
- Preparing Cash & Petty cash voucher
- Preparing purchase & sale voucher.
- Monthly Sale & Service tax preparation
- Preparing export details.
- Office administration

**REFERENCE:-**

1. Prem Krishna,  
“GANESH”, K.K.Matom,  
Parottukonam, Nalanchira P.O.,  
Thiruvananthapuram-695015  
Mobile No: +91- 9446531763

## **EDUCATIONAL QUALIFICATION**

- B.COM : RABINDRANATH TAGORE  
UNIVERSITY  
RAISEN, MADHYA PRADESH
- +2 COMMERCE WITH  
COMPUTER APPLICATION : M.R.M.K.M.M.H.S.S  
EDAVA, TRIVANDRUM ,  
KERALA
- SSLC : M.R.M.K.M.M.H.S.S  
EDAVA, TRIVANDRUM,  
KERALA

## **DIPLOMA COURSES**

- MFA - MASTER IN FINANCIAL ACCOUNTING AND SAP
  - Tally ERP 9
  - SAP Accounting
  - Peachtree Accounting
  - QuickBooks
  - HR & Business Management
  - Microsoft Office
    - ❖ MS Word
    - ❖ MS Excel
    - ❖ MS Access
    - ❖ MS Power point

**PERSONAL DETAILS**

Name : Shaiju S  
Age & Date of Birth : 24year, 09-01-1996  
Father Name : Shaji A  
Nationality : Indian  
Religion : Muslim Islam  
Marital Status : Single  
Passport No & Expiry Date : R7266133 & 01-01-2028  
Contact Mobile No : +91 9633677349, +91 9074592105

**LANGUAGE PROFICIENCY:**

Language know	Read	Write	Speak
English	Y	Y	Y
Malayalam	Y	Y	Y
Hindi	Y	Y	Y
Tamil	N	N	Y

**STRENGTH**

- Communication skills
- Hard working Mentality
- Interpersonal Skill
- Fully dedicated to work

I hereby declare that all the above stated are correct to the best of my knowledge and belief.

Place: Edava  
Date :10/11/2020.

**SHAIJU S**