VIJITH MENON C.V.

*Looking forward for an opportunity that would help contribute to the success of your esteemed organization as a whole and to the growth of my career as well and to excel in*

*the cadre by facing challenges with an innovative approach and to succeed an my career.*

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| Date of Birth  02October 1981 | Address  ‘Vijayamandiram’ Thiruvannur Panniyankara (P.O) Calicut Dt. Kerala -673029 | Phone  +917907168596 | E-mail  Vijithmenon02@gmail.com |

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| EDUCATION | (2002 – 2004) | | MASTERS IN FINANCE & CONTROL SNMV COLLEGE, COIMBATORE Specialization in finance & accounting. Affiliated to Bharathiar  University | |
| (1999 - 2002) | | BACHELOR OF COMMERCE PSMO COLLEGE, TIRURANGADI Specialization in accounting, business laws. Affiliated to Calicut University | |
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| EMPLOYMENT | (2019 June-2019 Dec)  (2018 March – 2019 May)  (2015 – Dec 2017) | | Accounts Manager HEARTSEASE MARKETING  * To control the overall accounts work. * To lead a group of 4 people and ensure that the work is completed on a timely basis. * To do the GSTR1 & GSTR 3B on a monthly basis of 2 companies. * To do the GSTR9 of our retail outlet on a quarterly basis. * To do the bank & cheque reconciliation on a monthly basis. * To do the stock checking on a quarterly basis. * To coordinate with the auditors and provide the files for audit purpose. * To provide the reports to the management on monthly basis. * To enter the purchase returns and ensure that the replacements are received accordingly.  Accounts Manager ZAK TRAVEL & TOURS  * *Doing BSP Reconciliation on a weekly basis.* * *Doing Supplier Reconciliation.* * *Sending Sales Report on a weekly and monthly basis.* * *Assisting in Service Tax calculation & statutory audit.* * *Doing Bank Reconciliation on a daily basis*  Accounts Manager/Internal Auditor AROOHA HOLIDAYS PVT. LTD  * Doing Internal Audit of every branch on a quarterly basis up to finalization of accounts. * *Doing BSP Reconciliation on a weekly basis.* * *Doing Supplier Reconciliation.* * *Sending Sales Report on a weekly and monthly basis.* * *Assisting in Service Tax calculation.* * *Doing Bank Reconciliation on a daily basis* | |
| (2014 – 2015) | | SENIOR ACCOUNTANT LAWSON TOURS & TRAVELS PVT. LTD  * *To handle all the accounts work up to Finalization.* * *Doing BSP Reconciliation on a weekly basis.* * *To follow up with the clients for payments.* * *Ensuring that the invoices are completed on a daily basis.* * *To reconcile the Cash in Hand and Bank on a daily basis. .* * *Processing of supplier invoices after ensuring sufficient documentation* * *Doing Supplier Reconciliation.* * *Sending outstanding report to the management on a daily basis.* | |
| (2012 – 2014)  (2011-2012)  (2008 – 2011)  (2004 - 2008) | | SENIOR ACCOUNTANT ALHIND TOURS& TRAVELS PVT. LTD  * *To handle all the accounts work like preparing* ***ledger accounts, maintaining petty cash book, Bank reconciliation statement.*** * *To follow up with the clients for payments and ensure payments are made to suppliers on a timely basis.* * *Responsible for the daily bank remittances.* * *Processing of supplier invoices after ensuring sufficient documentation* * *Reconciling of Cash in hand on a daily basis.* * *Ensure that Supplier Reconciliation is done on a weekly basis.* * *To send the salary file at the end of the month.*  ACCOUNTS PAYABLE TILAL LIWA HOTEL  * *Responsible for the daily cash revenue collection.* * *Responsible for the daily bank remittances.* * *Preparation of bank deposit ensuring that deposits agree with cash income.* * *Maintains adequate change fund for all hotel cashiers.* * *Maintains register for payments of pending reimbursements to cashiers in accordance with hotel policy.* * *Disburses salaries of employees on pay days in accordance with hotel policy and procedures.* * *Checks the receiving reports/documents forwarded from stores.* * *Processing of supplier invoices after ensuring sufficient documentation.* * *Reports any price deviation in invoices from contract values or LPO amounts.* * *Cheque processing & payments.* * *Performs cashiering at the F&B outlets when outlets are busy or during functions.* * *Ensures appropriate signatures appear on receiving stamp report.* * *Files payable vouchers with cheques paid with relevant notes and documents monthly.* * *Maintains up to date files of accounts payable records.*  ACCOUNTANT ELENCOEMIRATES GROUP  * *Processing the Supplier related Invoices on a monthly basis.* * *Preparation of cheques to local suppliers and passing the necessary entries.* * *Preparing Bank Reconciliation on a monthly Basis.* * *Preparing Application of Bank Guarantees & Letter of Credits.* * *Checking & Processing of Stock Adjustments.* * *Maintaining Bank Guarantee Records & Files.* * *Checking & Passing entries related to guarantee Commission.* * *Preparing LPO’s.* * *Reconciling Cash in hand & PDC at hand.* * *Passing entries related to Prepayments.* * *Passing of Petty Cash Vouchers in our books.* * *Making Supplier Reconciliation and sending it for approval.* * *Making the stock reconciliation and provide the reports to the management* * *Assisting in making the management reports and all kinds of budgeting reports* * *Processing of journal vouchers on a monthly basis such as LC Closing entries, Rahal card entries, Reconciliation of Goods in transit account.* * *Preparing the Sales report on a weekly basis.* * *Making Journal entries & letters relating to Payment for Foreign Suppliers.* * *Passing Material Issue Entries & Passing of Customer Invoices.* * *Printing of Customer statements on a monthly basis and provide it to the management.* * *Physical Stock taking on a Quarterly basis.* * *Preparation of Salary and related files.*  ACCOUNTS ASSISTANT AMPS TOOLS, COIMBATORE  * *To perform the day to day affairs of the company.* * *Collecting the quotation from the Prospective customers and finalizing the deeds looking into which is the best for the company taking into consideration all the factors like money, Quality of the service that they provide and the after sales service.* * *To look after the maintenance work of the office in a manner that is affordable by the company.* * *To collect the money from the retailers and deposit it in the bank.* * *To make sure that there is sufficient amount of goods in the warehouse to meet the day to day needs.* * *To record the cash inflows and outflows of the company.* * *Physical stock taking and reconciling it periodically.( Quarterly Basis)* * *To ensure that all the employees are reporting for the work at the correct time.* * *To make the salary file at the end of the month.* * *To prepare the daily reports at the end of the day.* * *To handle all the accounts work like preparing* ***ledger accounts, maintaining petty cash book, Bank reconciliation statement****.* | |
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| SKILLS |  | WORK PHOTOSHOP ✪✪✪✪✪✪✪✪✪✪  MS OFFICE ✪✪✪✪✪✪✪✪✪✪  ERP SYSTEMS ✪✪✪✪✪✪✪✪✪✪ | | PERSONAL COMMUNICATION ✪✪✪✪✪✪✪✪✪✪  ORGANIZATION ✪✪✪✪✪✪✪✪✪✪  TEAM PLAYER ✪✪✪✪✪✪✪✪✪✪  CREATIVITY ✪✪✪✪✪✪✪✪✪✪  SOCIAL ✪✪✪✪✪✪✪✪✪✪ |

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| LANGUAGES | ENGLISH ✪✪✪✪✪✪✪✪✪✪  HINDI ✪✪✪✪✪✪✪✪✪✪  MALAYALAM ✪✪✪✪✪✪✪✪✪✪ |  |
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| PERSONAL DETAILS | NATIONALITY : INDIANMARITAL STATUS : MARRIEDPASSPORT NO. : P 0741770DATE OF EXPIRY : 1ST JUNE 2026IDENTITY CARD NO. : 7449 9872 8389 |  |
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