

RESUME



GISHNU VIJAYAN

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Contact Details:

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Permanent Address:

Kaleekkalayathu House
Pannivizha East Adoor PO
Pathanamthitta Dist, Kerala
Pin:691523, India

Personal Information

Date of Birth : 14-05-1993
Sex : Male
Marital Status : Single
Nationality : Indian
Father's Name : KV Vijayan
Language Knows: English,
Hindi, Malayalam, Tamil

Computer & Technical Knowledge

Excellent experience
knowledge in MS Office
(word, excel, powerpoint etc.)
accounting software's like
tally ERP9, Peachtree etc..
& WPS System in Qatar
E- Filing & E-Payment
Siebel 8.1(CRMDMS)

CAREER OBJECTIVE

To work in globally competitive environment on challenging assignment that shall yield the two benefits of the job satisfaction and a steady – paced professional growth.

PERSONAL OBJECTIVE

A person with a positive attitude to work with team spirit, high reliability, improved communication and friendliness. Hard working, sincere and efficient, with the ability to encourage and support the team even under pressure, where I can grow along with the organization with great responsibility.

EDUCATIONAL QUALIFICATIONS

- Completed PG Diploma in Professional Accounting & Taxation with distinction from ICAM on April 2016 (Also completed the diploma in computerised accounting (TALLY ERP 9), Diploma in Foreign Accounting from the same institution)
- Completed Bachelor of Commerce with computer application in First Class (65%) from University of Kerala on April 2015.
- Passed Higher Secondary with distinction (84%)-For the subject science from Govt. Boy's Higher Secondary School, Adoor on March 2012
- Passed S.S.L.C with distinction (94%) from Holy Angel's English Medium Higher Secondary School, Adoor on March 2010
- Completed the IELTS Exam from British Council with an overall band score of 6.5 on January 2017

VISA & RESIDENT PERMIT STATUS

- **Having Accountant visa Qatar resident permit available with NOC & (QID No. 29335621772 Expiry on 28-08-2018)**

GCC EXPERIENCE- STATE OF QATAR

- **Working as an “Accountant cum Administration Officer” in an Electro Mechanical Contracting Company named Advance Technical Services W.L.L in Doha State of Qatar (June 2017 to till Date)**

EXPERIENCE IN ESTIMATION: - (FOR FIRE PROTECTION) AT QATAR

- Having knowledge in Procurement & Estimation of Contracting works, Products familiarity related to the Fire Protection Systems:-
 1. Fire Fighting System materials
 2. Fire Alarm system Materials
 3. Fire suppressions system (Kitchen hood, FM 200 system) materials
 4. Project Analysis/ Project Cost sheets

EXPERIENCE IN OFFICE ADMIN, HR & EMIGRATION PROCEDURES AT QATAR

- Having well knowledge about the Emigration & Visa processing procedures includes:-

Medical Test application, Finger Test Application, employment contracts, Application of Residential Permits, Health Cards, Insurance cards ,Renewals of company’s official documents such as CR, Computer card, Municipality license, Tax card, Renewal of vehicle Istimara etc. as per the present laws in Qatar.

EXPERIENCE IN WPS SYSTEM AT QATAR

- Having work experience for one year as per the WPS (Online salary transfer to employees as per Qatar labor law and regulations)

WORKING EXPERIENCE IN INDIA

- Worked as an "Accounts Assistant" at HRD Taxation Service Center, Adoor during a Period of more than two years (From 1st February 2015 to 30st November 2017)
- Worked as an Accounts Executive at Sree Gayathri Engineering Co during a period of one year (From 14th December 2017 to 31st May 2017)

PASSPORT DETAILS

Passport No : **L 3024010**
Date of Issue : 29/07/2013
Date of Expiry : 28/07/2023
Place of Issue : Trivandrum

RESPONSIBILITIES - ACCOUNTS

- Prepare and update routinely list of staff and fleet and facility and equipment utilization report
- Sole responsible for preparation and issuing of company payment vouchers and petty cash
- Maintain records of company commercial registration and official documents control accounts receivable, prepare and issue receipts
- Maintain & prepare daily cash flow sheet
- In charge of reconciling and making the payment & expenses analysis
- Cost summary adjustment notice preparation
- Assist in month end closing reports for management
- Monitor accounts to ensure payments are up to date
- Preparing fixed assets verification report
- Daily cash flow report & payment and receipts

- Following up on LPO, renewal and violation
- Perform on facilities availability report by sites monthly basis
- Preparing company vehicles fuel costing and schedules for filling
- Maintain relevant account ledgers
- Check rental contractor's invoices and verifies charges to appropriate cost centers.
- Prepare the site usage water and equipment summary
- Coordinate with accounts manager to provide the back chartable reports
- Keeping vehicle usage and fuel data's
- Checking renewal licenses of drivers, registration of vehicles, third party certification prepare annual transport operating costs by an adequate transport service.
- Review budgets and expenditures for local plant costing ,depreciation maintenance and operation
- Records mileage and fuel and other expenses incurred during every month for processing summary
- Perform official function for management's request such includes carrying out general administrative, correspondence and maintaining management basis information systems
- Compile information on drivers after receiving site reports on time sheet.
- Accounts involving preparation of annual estimates of expenditures and maintaining budgetary and inventory records
- Actively negotiating with the Rental suppliers of business.
- Supervising and coordinating staff activities
- Reconciliation of payment and material trust sheet.
- Preparing fixed assets verification report
- Provide information for financial reporting for the management

STRENGTHS

- Creative Presentation
- Good Team Player.
- Positive attitude.
- Flexible and versatile to adapt to any new environment and work on any projects

REFERENCE

- The reference can be furnished on request

DECLARATION

I hereby solemnly and sincerely affirm that the information furnished above is true,
Complete and correct to the best of my knowledge and belief.

Place: Doha, Qatar

Date: 06/06/2018

GISHNU VIJAYAN