



## LIJITH. S

### CAREER OBJECTIVE

To start my career by joining a well settled and highly professional organization and grab good career advancement through large efforts and innovative work.

### WORK HISTORY

#### Ewire Softtech Pvt Ltd (Jan 2022)

**Designation: Finance Executive**

##### ❖ Responsibilities:

- Coordination with Cooperative banks and ATM vendor on daily basis.
- Cash management coordination between Cooperative banks, Ewire and Hitachi payment services.
- ATM Cash reconciliation on daily basis
- Prepare various financial reports.
- Coordinate with internal and external auditors and manage work of all accountants.
- Handle accounts payable and receivables.

#### SMALL INDUSTRIES DEVELOPMENT CORPORATIONS (SIDCO) (Nov-2020 - Nov -2021)

**Designation: Audit Assistant**

##### ❖ Responsibilities:

- Checking Sales and Purchase bills with books of accounts.
- Entering entries in tally according to books of accounts and vouchers.
- Assisting for audit procedures.

#### UNISONAL ACCOUNTING SOLUTIONS, COCHIN (JULY 2018- JULY 2019)

**Designation: Junior Accountant**

##### ❖ Responsibilities:

- Book keeping to finalization of Accounts of Various Companies located in India and abroad mainly UAE, Qatar, Saudi Arabia, Australia etc.
- Entering entries in tally according to books of accounts and vouchers.
- Payroll preparation.
- Quarterly filing of Input and Output Vat.

#### PERMANENT ADDRESS:

Mukaluvila Puthen veedu  
Vazhamuttom East .P.O  
Mallassery, Pathanamthitta  
PIN: 689646

#### MOBILE:

+91-7907756740

#### MAIL ID:

lijiths1994@gmail.com

#### PERSONAL SKILLS:

- Team Player
- Management skill
- Hard Working
- Quick learner
- Problem solving skill

#### PERSONAL DATA:

**Date of Birth:** 14-03-1994

**Gender:** Male

**Nationality:** Indian

**Marital status:** Single

#### PASSPORT DETAILS:

**Passport No:** N9528654

**Date of expiry:** 05/06/2026

**Place of issue:** Trivandrum

**LANGUAGES KNOWN:**

English, Hindi, Tamil  
Malayalam

**REFERENCE**

1. C.A.Joseph V George  
Chartered Accountant  
9447007022

2. Riyadu A  
Branch Manger  
SIDCO  
Thiruvalla, PTA  
9497620102

**GEORGESONS & CO. PATHANAMTHITTA (MAY 2017 – NOVEMBER 2017)**

**Designation: Junior Accountant**

❖ **Responsibilities:**

- Checking vouchers and Accounting day to day receipts, payments, sales and purchases.
- Reconciliation of Bank statement.
- Filing GST Return monthly and Quarterly.
- Accounted weekly and monthly inventory details

**JOSE MARUTHATHU & CO, PATHANAMTHITTA (AUGUST 2015 – MARCH 2017)**

**Designation: Accountant cum Audit Trainee**

❖ **Responsibilities:**

- Checking vouchers and Accounting day to day receipts, payments, sales and purchases.
- Reconciliation of Bank Statement.
- Preparation of Financials.
- Verifying Physical Stock with stock Statement of clients.

**ACADEMIC QUALIFICATION**

Course	Board / University	Year of Passing
M.COM	Madurai Kamaraj University	Pursuing
B.COM	Kerala University	2015
XII	Higher Secondary Board	2012
SSLC	General Education Department	2010

**COMPUTER EXPOSURE**

- Computer Tally ERP9, MS Office Application – Word, Advanced Excel and Power point.

➤ **DECLARATION**

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

**PATHANAMTHITTA**

**LIJITH S**