

# SHIJO GEORGE K

## Accountant

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Manama - Bahrain

A dedicated and highly organized Accounting Professional with 4+ years of experience in accounting, financial planning, administration and recruitment fields. Known for delivering accurate book-keeping, financial reports, optimizing workflows and improving profitability. Skilled in payroll processing, reconciliation and financial analysis. Proficient in using accounting software includes Tally.ERP, Microsoft Excel/Google Sheets, etc. Committed to maintaining the highest standards of integrity and accuracy in all accounting, HR & administrative operations.

## Skills & Competencies

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**Accounting** - Financial Reporting & Analysis, ERP Systems - Tally.ERP/Microsoft Excel, Tracking Financial Statements, Payroll Management, GST/VAT filing, Invoice Processing, Internal Controls, Strong Communication & Time Management

**HR** - Recruitment, Applicant Tracking Systems(ATS) - Greenhouse/Freshworks, Recruiting Life Cycle, Talent Acquisition, Resume Screening, Excel/Google Sheets/MS Office, Client Relationship Management, Team Management, Boolean Search

## Work Experience

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### Accountant

Sab'z Archistudio - Thrissur, India

December 2023 to February 2025

- ❖ It's a team of professionals and talents who provide design services and 3D courses.
- ❖ Assisted the Senior accountant in financial closures and accounting procedures.
- ❖ Prepared invoices, bills, and managed accounts payable/receivable.
- ❖ Managed petty cash, payroll records, and processed paychecks.
- ❖ Handled monthly, quarterly closings and maintained accurate filing systems.
- ❖ Verified sales invoices for accuracy.
- ❖ Recorded office expenditures and ensured they stayed within budget.
- ❖ Handled day-to-day transactions and posted daily receipts.
- ❖ Coordinates with architects, contractors and other professionals involved in the projects.

### Senior Recruitment Specialist

Petals Careers Pvt. Ltd - Thrissur-Bangalore, India

March 2022 to November 2023

- ❖ Technical hiring firm specialized in tech-product based companies (India & abroad).
- ❖ Delivering recruiting expertise and seamless support to high-profiles, diverse industry clients in acquiring top talent.
- ❖ Drove performance improvements and profitability increases in targeted accounts within the company's portfolio.
- ❖ Managed and mentored a dynamic recruiting team responsible for hiring professionals and contributing to overall company productivity during my tenure.
- ❖ Built strong relationships with hiring managers to ensure recruitment needs were met in a timely manner.
- ❖ Collaborated in selection processes for clients from various market segments.
- ❖ Coordinated schedules and meetings for partners.

## Accountant

United Medical Agencies - Thrissur, India

January 2021 to December 2021

- ❖ Wholesale distributing firm sells Medicines, Medical Equipment & Devices.
- ❖ Monitored and recorded financial statements and reports, ensuring compliance with established policies and procedures.
- ❖ Assistance with the preparation of month-end procedures by doing accrual and prepayments.
- ❖ Assisted in payroll processing and various administrative tasks.
- ❖ Regularly liaised with clients, suppliers and other stakeholders to resolve financial discrepancies.

## Education

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### Bachelor of Commerce in Finance

Rabindranath Tagore University - MP, India

2022 - 2024

### Master Diploma in Computerized Accounting (MDCA)

KELTRON - Thrissur, India

2022

### CAT (Certificate in Accounting Technicians)

The Institute of Cost Accountants of India - Thrissur, India

2017

### Class XII - Commerce

HSE - Govt. of Kerala - Thrissur, India

2016

## Personal Details

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CPR No : 980552168

Work Visa No : 17580703 (Expiry: 10-09-2025)

Passport No : T8859783

Nationality : Indian

Date of birth : 20-05-1998

Gender : Male

Marital status : Single