



SHIJIL K

Contact

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Personal Details

Date of Birth: 26/02/1999

Gender: Male

Nationality: Indian

Skills

- Time Management
- Analytic and Problem Solving Skills
- Critical Thinking
- Adaptability
- Decision Making
- Accounting, Book Keeping and Client Billing

Career Objective

To obtain a creative and challenging position in an organization that gives me an opportunity for self-improvement and leadership, while contributing to the symbolic growth of the organization with my best knowledge, skill and ability

Experience

Accountant *March,2023 – February,2024*
Associated Oil Agencies, Kerala, India

- Worked as an Accountant as well as an office manager in Petrol pump.
- Manage Organizations day to day cash transactions.
- Maintained updated financial records, prepared reports, and reconciled bank statements using Tally, MS Excel.
- Manage Staff-day to day duty shifts.

Accountant *August,2022 – February,2023*
APOLLO CLINIC, Kerala, India

- Maintain Accounts of Clinic, Pharmacy and Laboratory
- Prepare Balance Sheets, Profit and Loss statements and other Financial Reports using Tally, MS Excel.
- Maintain proper reports and ensure proper documentation.
- Manage Organizations day to day cash transactions.
- Analyze the Expenses and Report to the Top management for effective cost control and budgeting.
- Prepare and Manage payroll statement of 40+ staffs.
- Review the expenditure of the Clinic, analyze its position and comprise reports of running costs.
- Reconcile accounts of the organization
- Manage and Maintain all accounts receivables and payables reports

Accountant *August,2022 – February,2023*
Cosmus Skin Care Pvt Ltd, Kerala, India

- Maintained updated financial records, prepared reports, and reconciled bank statements using Tally, MS Excel
- Prepare and manage payroll statement of employees
- Maintained updated GST, TDS, and Tax records and assist in tax filing

Billing & Accounts Executive *July,2020 – August,2021*
Thiruvathira Pvt Ltd, Kerala, India

- Manage day to day activities and ensure proper billing
- Manage the customers and ensure good service
- Assist in maintaining proper financial records

Languages Known

- English
- Hindi
- Malayalam

Educational Background

- ❖ Bachelor of Business Administration
(Kannur University,2017-2020)
- ❖ Plus Two Commerce
(Board of Higher Secondary Examination, Government of Kerala, 2015-2017)
- ❖ SSLC
(Board of Public Examination, Govt of Kerala,2015)

Additional Certification & Technical Skills

- VIBES (Virtul Interactive Business Experiment System)
From Sree Sankaracharya Computer Center Pvt Ltd
 - Business Management
 - Manual Accounting
 - Business Logistics
 - Accounting Software
 - ✓ Tally Prime
 - ✓ Quick Book
 - ✓ Sage
 - ✓ Tradeasy
 - Office Package
 - ✓ MS Excel
 - ✓ MS Word

Declaration

I hereby declare that the above information is true and correct to best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.