

LIJIN.CR

ADDRESS : Valamkulam Pozhiyoor
Trivandrum

BIRTH : 08/04/1992

LANGUAGE : English, Malayalam, Tamil



CONTACT



+917356562602



lijinrockiyas@gmail.com

OBJECTIVE

To work in healthy, innovative and challenging environment extracting the best out of me, this is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization

PROFESSIONAL SUMMARY

- Coordinate monthly payroll function for 150+ employees.
- Monitored and recorded company expenses
- Accomplished at reaching assigned targets through a variety of media channels

PROFESSIONAL EXPERIENCE

➤ **As an Night Auditor 2016– 2017**

Bethsaidha hermitage resort

➤ **As an Data entry operator Nov 2017 – Aug 2018**

Arabian Extrusion Factory, UAQ UAE

OTHER SKILL

- Diploma in Computerized Financial Accounting
- Experience in M.S Word , Excel
- Type Writing (Junior)
- Co-ordinating & Leadership quality

DUTIES AND RESPONSIBILITIES

- Gives approval of Daily Payment in/out vouchers, Petty Cash Vouchers and Journal Vouchers.
- Organized and able to deal with multiple workloads at the same time.
- Ability to deal with large quantity of financial data
- Accurately and promptly processing documentation.
- Recording all cash activity on a daily basis
- Prepare Delivery note, documents
- Excellent skills in MS excel.
- Preparing purchase orders and preparing Bills to Clients according to the Agreement and follow up the payments from Clients.
- Maintaining inventory system And Attendance management record keeping.
- Completing payroll submissions.
- Direct Reporting to Managing Director
- Ability to develop professional relationship with team members

ACADEMIA

- **Bachelors of Degree- Commerce**
University of Sridhar, India , (2010 -2013)
- **Higher Secondary Board- Plus two**
Govt. Higher Secondary School Poovar, Trivandrum, Kerala (2007 – 2009)
- **Board of Public Examinations, Kerala,
S.S.L.C. / 10th**
Vimala Hirdhaya HS Viraly, Trivandrum, Kerala (2007)

DECLARATION

I hereby declare that the above-furnished details are true to the best of my knowledge and belief.

Yours faithfully,

LIJIN.CR