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amalkgirijan@gmail.com



UAE

AMAL K GIRIJAN

With More Than 3 Years Professional Experience

Available to join immediately



CAREER OBJECTIVE

Optimistically, looking out for a challenging Accounts & finance profession in an Organization where my skills will be fully utilized and where I can render my intellectual abilities and services in the most effective mode that would be rewarding for both the organization and me.



WORK EXPERIENCE

Accountant

FRIENDS GLASS AND PLYWOODS

(12th July 2018 – 04th Aug 2020) Thrissur, Kerala.

Executive Accountant

International Competence Centre For Organic

Agriculture (ICCOA)

(20th Aug 2020 -11th Sep 2021) Bangalore



JOB PROFILE

HIGHLIGHT OF SKILLS

- Accounting Vouchers
- Receivables
- Accounts Payables
- Inventory Controls
- Payroll
- Deposits
- Bank Reconciliation
- Report Preparation
- Financial Statements
- Documentation
- Time Management
- Experience Working On Tight Schedules

- Verifying the transactions on daily basis and Maintain Journals, ledgers and other supporting records
- Prepare and review Vouchers, Quotation, LPO, Delivery note, Debit note, Credit note, invoices, Receipts, Payments and another related documents
- Preparing registers for payments & Receipts and maintain liquidity to ensure availability of adequate funds
- Reconcile of A/R and A/P, Prepare aging report & Maintain list of accounts receivable and payable
- Reconciliation of bank statements, cash in hand, A/P, A/R and inter-company accounts
- Manage Payroll, Employee Loan, Advance Salary, Leave Salary, End of Service Benefits
- Manage month-end close activities including the preparation and review of Adjustments & Closing entries

- Prepare monthly financial statements such as Trial Balance, Balance Sheet, Statement of Profit and Loss & Other required reports
- Manage Fixed Asset Register, and maintain all related documentations
- Ensure compliance of clients' needs and objective
- Coordinates and assembles information for the annual audit and provides assistance to external auditors in the review of financial operations
- Perform other related duties as required



EDUCATIONAL QUALIFICATION

- **MASTER OF BUSINESS ADMINISTRATION (MBA)**
Bangalore University, India
- **BACHELOR OF BUSINESS ADMINISTRATION (BBA)**
University Of Calicut, India
- **Certificate of International Financial Accounting**
(Institute of International Accountants), Thrissur, Kerala, India



IT SKILLS

- MS Excel and MS Office
- Tally ERP 9
- Peachtree
- Abiliz (Accounting software)
- Confident to do any Accounting Software



PROFESSIONAL STRENGTH

- Ability to Prioritize
- Self-Motivated and Self-Learning
- Meeting Deadlines
- Coordinating and leadership skills
- Time management skill



PERSONAL DETAILS

Date of Birth	:	01-03-1995
Gender	:	Male
Nationality	:	Indian
Marital status	:	Single
Languages Known	:	English, Malayalam, Hindi, Tamil



REFERENCES

Reference can be provided on demand