

PERSONAL INFORMATION BIJU CHEEVELIL JOSE

 CHEEVELIL HOUSE ,MUNNAR , IDUKKI DISTRICT, KERALA ,INDIA, 685612 IDUKKI (India)

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Sex Male | Date of birth 19/02/1974 | Nationality India

Passport No.L3743239

Date of Expiry 21/07/2023

WORK EXPERIENCE**10/07/2010–25/02/2014 Accounting manager**

Santham Finance & Investments
Munnar, 685612 Munnar (India)

1. under controlling four branches in managing.
2. Auditing of bank payments & Receipt vouchers
3. Processing and submitting Tax Returns
4. Fund Transfer & Cash Handling
5. Checking the stock status.
6. Preparation of trial balance.
7. Prepares or reconciliation reports such as payable & receivables inventory.

10/04/2014–30/04/2015 Accountant

G&S Electrical Services (Kirloskar Group), Kottayam (India)

1. Checking the stock status and preparation of purchase order.
2. Prepares of reconciliation reports such as payable, receivable.
3. Closing of cash reporting to manager.
4. Maintaining salaries and advances.

15/11/2015–20/12/2016 Accounting assistant

Ambient Middle East LLC, Al Qusais - Dubai (United Arab Emirates)

1. All store materials management , Issue & receipt
2. Sending esquires, obtaining quotations & preparing LPO.
3. Supplier bill management, stock inventory management.
4. Accounting on tally, voucher entry,payment track.
5. Audit assistance
6. Document control

30/12/2016–30/08/2018 Accounts assist & Billing Cashier

Swaran Jayanti Samudaik Hospital (Owned by Indian Oil Corporation), Mathura - Delhi (India)

1. Assisting the Accounts.
2. Billing & Cashier.

3. Closing of cash counter and reporting the Accounts Department

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on daily basis.

4. Accounting on Tally.

5. Assisting the Auditors.

14/02/2019–Present **Accounts Executive**

Parakkatt Nature Hotel & Resorts, Munnar (India)

1. Sending Purchase enquirers & evaluation of quotations.
2. Reconciliation of bank statements
3. Document control & Maintaining registers
4. Maintaining staff attendance, salaries & advances
5. Data Entry

EDUCATION AND TRAINING

15/06/2010–27/06/2012 **B.com (Bachelor of Commerce)**

Manav Bharti University, Himachal Pradesh (Solan) (India)

27/07/2013–Present

1. Operating System: Dos and Window 98, 2000, XP & Vista.
2. Application Packages: MS Word, Excel, (MS Office)
3. Accounting Package: ERP Tally9, Visual Basic & Internet (Browse).



Curriculum vitae BIJU C JOSE

PERSONAL SKILLS

Mother tongue(s) Malayalam

	SPEAKING	
Reading	Spoken interaction	Spoken production

Foreign language(s) UNDERSTANDING WRITING Listening

English B2 B1 B1 B1 B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

- Organisational / managerial skills**
1. A self motivated, highly passionate, result oriented young energetic leader with great respect for people, process and innovation, have led by example; known for clear thinking, flawless execution and unyielding integrity.
 2. A go getter with a "Can Do" attitude, excellent analytical skills, and a great eye for detail.
 3. Travelled extensively across varied countries and gathered extensive experience of working in global teams.

