



JITHIN REJI

Admin Executive and Accountant

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



Mussafah, Abu Dhabi



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EXPERTISE

MS Excel

MS Word

MS PowerPoint

Tally ERP 9, Prime

Financial Reporting

Analytical skills

Interpersonal Skills

Leadership Skills

Logical Reasoning

CAREER SUMMARY

- Worked as Admin Executive and Accountant at Harikumar N& Co with over two years of experience.
- Worked as Finance Supervisor in the F&B Concession programme for the FIFA World Cup Qatar 2022.
- Fully support audit processes with proficient maintenance of data documents and report.
- Excellent interpersonal skills; organized, professional, diplomatic, cooperative, and trustworthy team player.
- Course work, internship and relevant training in Finance and Marketing.
- Meet deadlines, goal-directed, strong on follow-up, and good under pressure.
- Computer Literate: Proficient in MS Office advance in MS Excel, Tally and Working Knowledge of Internet.

PROFESSIONAL EXPERIENCES

➤ HARIKUMAR N & CO

(Chartered Accountants)

Pandalam, Pathanamthitta dist. Kerala, India.

Admin Executive and Accountant



2021 April - 2022 October,

2023 January - 2023 May

- Preparing financial statements.
- Conduct clerical duties, including filing, answering phone calls, responding to emails and preparing documents.

- Accounting for purchases, sales, journals, payments and receipts.
- Prepare monthly, quarterly and annual statements (balance sheet and income statement) to identify results trends and financial forecasts.
- Manage account receivable and account payable.
- Perform accounting tasks, including invoicing and budget tracking.
- Preparing bank reconciliation statements.
- Experience in GST accounting.
- Experience in accounting software Tally ERP 9 , Prime and advanced in MS Excel.
- Experience in MS Office.
- Specializing in Customer relation, communication, accounting in tally software, balance statements.
- Controlling income and expenditure and preparing tax returns

➤ **QATAR STAR SERVICES L.L.C. (FIFA World Cup Project Qatar 2022)**

Doha, Qatar.

Finance Supervisor → 2022 October - 2022 December

- Ensure that all cashiers and hawkers at designated levels are equipped properly with POS systems and change.
- Guarantee that all cashiers and hawkers understand the menus and how to address the customers.
- Alignment the hawker hubs if any finance related issues are necessary.
- Communicate any challenge to the Finance Coordinator regarding the operation.
- Assist in the elaboration of daily reports with the Financial Coordinator.

EDUCATION

University Of Kerala
(2019-2021)

Mahatma Gandhi University
(2019)

Kerala State Education Board
(2015)

Kerala State Education Board
(2013)



MBA
Finance and Marketing

BSc Mathematics

Higher Secondary Plus One/Plus Two

Secondary School Leaving Certificate
(SSLC)

ADDITIONAL QUALIFICATIONS

- Advanced Diploma in Statistical Computing and Data Analysis (2018).
- Diploma in Statistical Computing and Data Analysis (2017).
- Certificate course in Statistical Computing and Data Analysis (2016).

PROJECT

- Financial performance analysis of Asian Paints Limited, Mumbai. (MBA Finance Project, 2021).
- Special preference to Automobile Industry. (MBA Internship Report, 2020).

- Analytical Number Theory. (BSc Mathematics Final Year Project, 2018).

COMMUNICATION SKILLS

English

Hindi

Tamil

Malayalam

HOBBIES

- Driving
- Traveling
- Reading
- Sports

PERSONAL FRONT

DOB : 29 November 1996
Marital status: Single
Religion : Christian
Nationality : Indian
Passport No : P3400200 (valid till January 2027)
Visa Status : Visit Visa

REFERENCE

Mr. HARIKUMAR N (Chartered Accountants)

Pandalam, Kerala India

Mob: +91 8891350792

Email: harikumarn@icai.org

DECLARATION

I do hereby declare that all the information furnished above is true to the best of my knowledge. I would like to seize this world of opportunity and make it my way of life.

Place:

Date:

Jithin Reji