



05089 15255



bjamjith@gmail.com



Sharjah ,UAE

SOFT SKILLS

- Bookkeeping
- Tax Filing
- Data Entry
- Data Analysis
- Communication
- Leadership
- Time Management
- Target oriented person

TECHNICAL SKILLS

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Outlook
- Tally Prime

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

AMJITH BJ

ACCOUNTANT

CAREER OBJECTIVE

"I'm dedicated and detail-oriented accounting professional with 3 years of experience in financial analysis, reporting, and reconciliation. Seeking a challenging accounting position where I can utilize my expertise in financial management, budgeting, and compliance to contribute to the growth and success of the organization while continuously enhancing my skills and knowledge in the field of accounting.

Work Experience

AADIDEV & ASSOCIATES, CHARTERED ACCOUNTANTS | Accounts & Audit Assistant

July 2020 - Jan 2024

- Preparing and maintaining of cash book
- Entering purchase and sales bills
- Daily cash flow maintenance
- Accounts finalization and reporting to management
- Preparation and verification of bank reconciliation statement
- Preparation of Trading A/c, Profit and Loss A/c and balance sheet for auditing
- Maintaining payroll of employees in Excel

Education

B.com Finance | SN College Varkala | University of Kerala
06/2017 - 02/2021 Thiruvananthapuram , India
CCPA(S): 5.117/10 CCPA: 5.298/10

B.com Additional Elective Co-Operation | University of Kerala
03/2021 - 04/2022 Thiruvananthapuram , India

Computerised Office Management | KVHSS Kallambalam
06/2015 - 03/2017 Thiruvananthapuram , India

ACADEMIC PROJECT

TITLE: A Study on Consumer's Attitude Towards Online Shopping, Varkala.
PROJECT ROLE: Team Leader

VISA STATUS

- Visit visa

PASSPORT DETAILS

- PASSPORT NUMBER : W0088800
- ISSUING AUTHORITY :
GOVERNMENT OF INDIA
- DATE OF ISSUE : 11/05/2022
- DATE OF EXPIRY : 10/05/2032

CERTIFICATES

Aptis Forward Thinking English Testing

British Council11/2018

133561

Fitness Trainer

National Skill Development Corporation

SPF/Q1102 01/2020

Diploma in Computer Application

KELTRON

11/2022

000416/2022-2023

EXTRACURRICULAR ACTIVITIES

- Fitness Trainer
- Active involvement in sports-Cricket, Badminton
- Volunteered in many NSS College & University level events
- Coordinated Arts Day and Union Day 2020 in SN College Varkala

Personal Details

- Date of Birth: 09/11/1999
- Gender: Male
- Nationality: Indian

Declaration

I hereby declare that all the information contained in this resume is correct to the best of my knowledge.