



# SHIJO BABU

## Accountant

### My Contact

✉ [shijobabu09@gmail.com](mailto:shijobabu09@gmail.com)

☎ +971561213342

📍 Sharjah, UAE

### TECHNICAL SKILLS

- Tally
- Diploma in Desktop publishing
- Peachtree

### PERSONAL DETAILS

Date of Birth : 20-06-1991  
Sex : Male  
Nationality : Indian  
Passport Number : W7792324  
Visa Status : Visit Visa  
Marital Status : Single  
Langagues Known : English,  
Malayalam  
& Hindi

### QUALIFICATION

Bachelor of Commerce (B.Com) from  
Kerala University, Kerala in the year 2012

### PROFESSIONAL OBJECTIVE

Seeking a challenging career in a progressive organization, offering the opportunity towards enhancing my skills and services in tune with organizational and personal growth.

### PROFFESIONAL EXPERIENCES

**Company:** Unitac Energy Solution PVT LTD Ernakulam, Kerala, India

**Position :** Asst.Accountant

**Period :** 10 February 2023 – 15 February 2024

#### Summary of Experience

- Day today bank receipts & payments.
- Generating monthly receivables & payable statements, payment follow-ups.
- Reconciliation of Bank, Debtors & Creditors.
- Looking after day today accounting works up to finalization.
- Preparing Salaries and other perks for the employees.
- Tax returns paper works.

**Company:** Al Maya Carpentry Umm Al Quwain, UAE

**Position :** Accountant

**Period :** 15 December 2021 – 30 July 2022

#### Summary of Experience

- Maintenance of Sales and Purchase.
- Maintenance of Petty Cash.
- Monitoring & Controlling of Receipts & Payments.
- Day today bank receipts & payments.
- Generating monthly receivables & payable statements, payment follow-ups.
- Reconciliation of Bank, Debtors & Creditors.
- Preparing Salaries and other perks for the employees.

**Company:** Aroma Medical Centre, Kollam, Kerala, India

**Position :** Accountant

**Period :** February 2018 – January 2020

#### Summary of Experience

- Maintenance of Petty Cash.
- Monitoring & Controlling of Receipts & Payments
- Day today bank receipts & payments.
- Generating monthly receivables & payable statements, payment follow-ups.
- Reconciliation of Bank, Debtors & Creditors.
- Preparing Salaries and other perks for the employees.

**Company : Sahara Al-Badia Trading, Riyadh,KSA**

**Position : Accountant**

**Period : March 2015 to March 2017**

**Summary of Experience**

- Maintenance of sales and purchase.
- Maintenance of petty cash.
- Monitoring &controlling of receipts & payments.
- Day today bank receipts & payments.
- Generating monthly receivables & payable, payment follow-ups.
- Reconciliation of bank Debtors & Creditors.
- Preparing Salaries and other perks for the employess.

**DECLARATION**

I here by declare that the above particulars are correct to the best of my knowledge. I will discharge my duties to the best of my ability and to the entire satisfaction of my superiors.

Place

Date:

**Shijo Babu**